Table of Contents

S.1 Printer Setup

S.2 Register Setup

S.3 Credit Card Setup

S.4 Kitchen Video Setup

S.5 Exchange Rate

S.6 Berg Liquor System

S.7 PDA Configuration

S.8 EnterPrize Manual

S.9 Scale Interface Manual

S.10 Intercard Setup

S.11 Mercury Gift Card Setup

Setting up Printers

BIOS

The parallel port must be set to allow bi-directional communication.

WINDOWS

Install Epson Advanced Printer Driver <ADT209E.exe> in default directory

When prompted to Select Install Modules, choose:

- √ **StatusAPI (THIS BOX MUST BE CHECKED)**
- √ **The printers that are in use on the terminal where you are installing ADT209E (Example: *TM-T88III Receipt* for the receipt printer, and *TM-U210B Receipt* for the Kitchen Remote)**

Restart the computer when prompted.

In the Windows printers folder, rename the Epson printers that the ADT209E.exe installed according to their function (Receipt, Bar, Kitchen, etc,), and share the ones that will be accessed by other terminals from across the network (Kitchen, Bar, etc.). If you are upgrading the Epson Advanced printer driver and have printers already installed, see upgrade notes below. Delete any virtual Epson printers that were created that you will not be connecting directly to this terminal.

Then go to the Windows Printers folder. In each local printer's properties, click on the *Ports* tab and adjust the port. For printers attached to LPT1:, leave the port set to ESD_LPT1. For printers attached to COM ports, select the ESD_xxx port. Example: for a Remote on COM1: you would select ESD_COM1.

Then install all Remote printers by browsing from each terminal across the network to the terminal where the remote printer is attached and double-clicking on the shared printer.

MICRO$ALE:Printer Setup Screen

Receipt Setup

Click the drop-down arrow and select Ne00: This will display a Device name in the available printers box to the right. Keep selecting ports until the correct device name is displayed to the right. Click *Save Receipt.*

Remote Setup

One at a time, type the printer name (Kitchen, Bar, etc.), Click the drop-down arrow under available port, and select Ne00: This will display a Device name in the available printers box to the right. Keep selecting ports until the correct device name is displayed to the right. Click *Save Remote*. Note: you MUST save each remote printer individually.

PRINTER MONITOR (runs in Windows separately from Micro$ale)
Normal systems do not need any changes to be made to the *PrinterMonitor.exe* program. Systems that use the receipt printer as a remote printer and/ or systems that have a terminal hosting a remote printer but do not wish for that terminal to print orders to its own printer will require changes to the *PrinterMonitor.exe* program. See below.

Special Setup Situations

Terminals where the receipt printer is also serving as a remote printer (Ex: Bar receipt printer is also the Bar remote printer):
In Windows, the printer MUST be named the same as the remote printer in Micro$ale! Then click the setup button on the PrinterMonitor program and check only the printers Micro$ale is using.

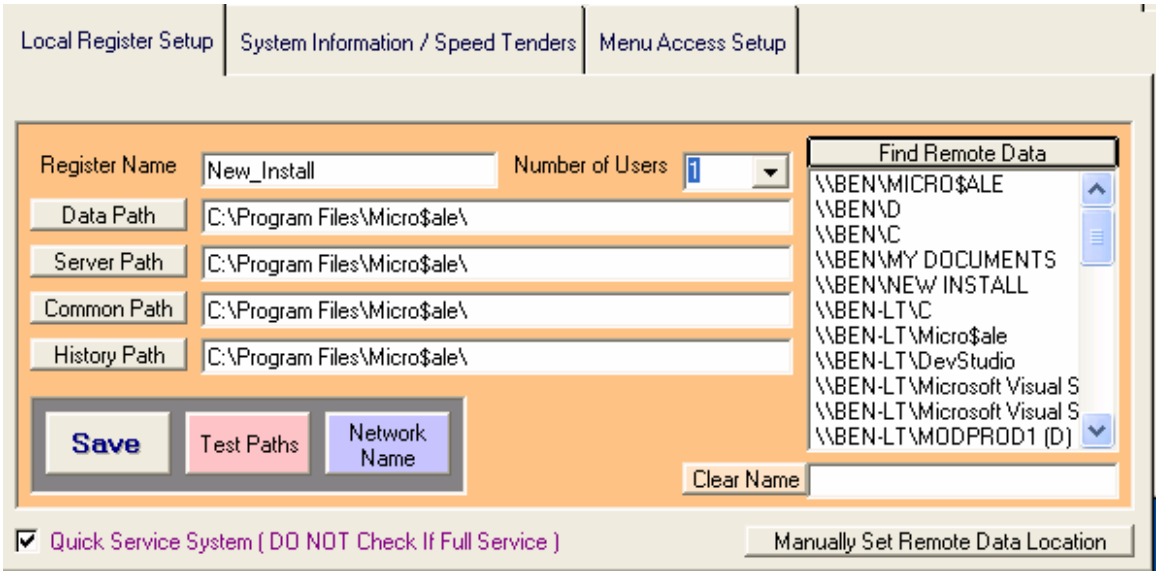
Terminal that hosts a remote printer, but the local terminal does not print to that remote printer (Ex: Bar remote printer at Bar terminal):
In Micro$ale, you must set that printer's port to none.
Then, in the PrinterMonitor window, click the setup button, and check only the printers Micro$ale is using.

Do not check any boxes next to other office printers (or even the Back Office printer), fax machines, or other miscellaneous "virtual" printers (such as WinFax, Symantec Fax, etc.). Selecting printers and clicking save creates a Configuration List file that tells Micro$ale to only check the status of the selected printers.

IMPORTANT NOTE: You must shutdown the PrinterMonitor program after any changes are made to the printer settings in Windows or Micro$ale so that it will load the new settings the next time Micro$ale starts.

Upgrading the Epson Advanced Printer Driver:
If there are printers already installed, you should delete them and then rename the new printers that are installed during the upgrade (as above). If any of the deleted printers were shared, you will need to re-share them and re-connect to the newly renamed printers from each of the remote terminals.

S. 2 Register Setup Local and Remote Register Locations:



In Register Configuration –Tab Local Register Setup (see network shares)

Make sure the quick service system box is not check unless the system is being used as a quick service system. *Incorrect configuration can double up sales figures.*

Press the network name button; this will capture the window network name for this computer. Click the ellipse to select the number of user; the number of uses is determined by the license file and will not accept keyboard input.

Click on the button Find Remote Data, the list box below will be populated with network share found in the system. Click on a share name from the box the path will be inserted into the box below, click on the appropriate path button to insert the text into path field.
Note: all paths are tested before they will be accepted

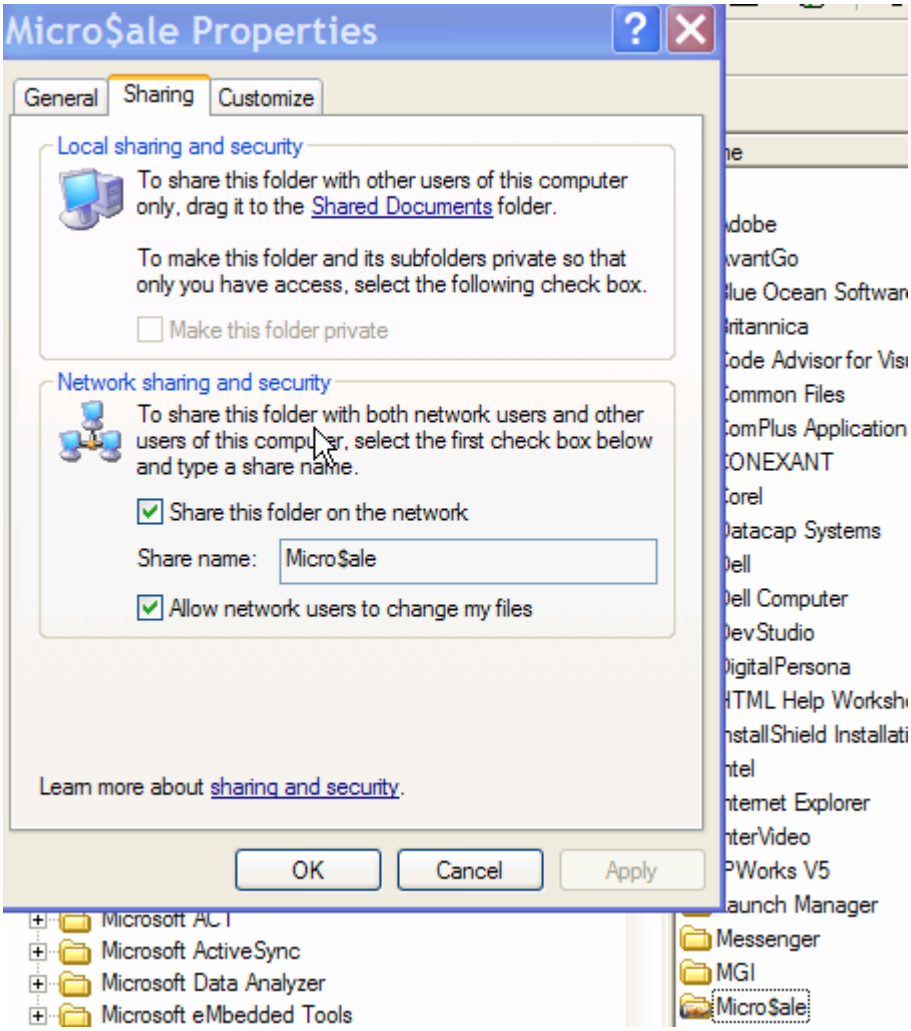
Data Path ; location for menu, discounts and employee records, the data path should always be local, to set the path local click the Data Path Button, this will enter the correct local path.

Server Path; for quick service systems the path should be local! In a full service environment the path should be set to a single station that will act as the server for the shared check file.

Common Path; location for time records, inventory records, frequent dinner this path should point to single terminal in the system where configured for full or express service, the History Path (old Backup Path) should be pointed to the same machine as the common path. Backup path location for all sales history and archive files.

Manually Set Remote Data Location; in the field next to clear name type in the name of the remote register, click the button manually set remote data location the name will be converted to a standard naming convention, click on a button to the left of the appropriate path this will check for system file before the path can be set, you cannot save an invalid system path.

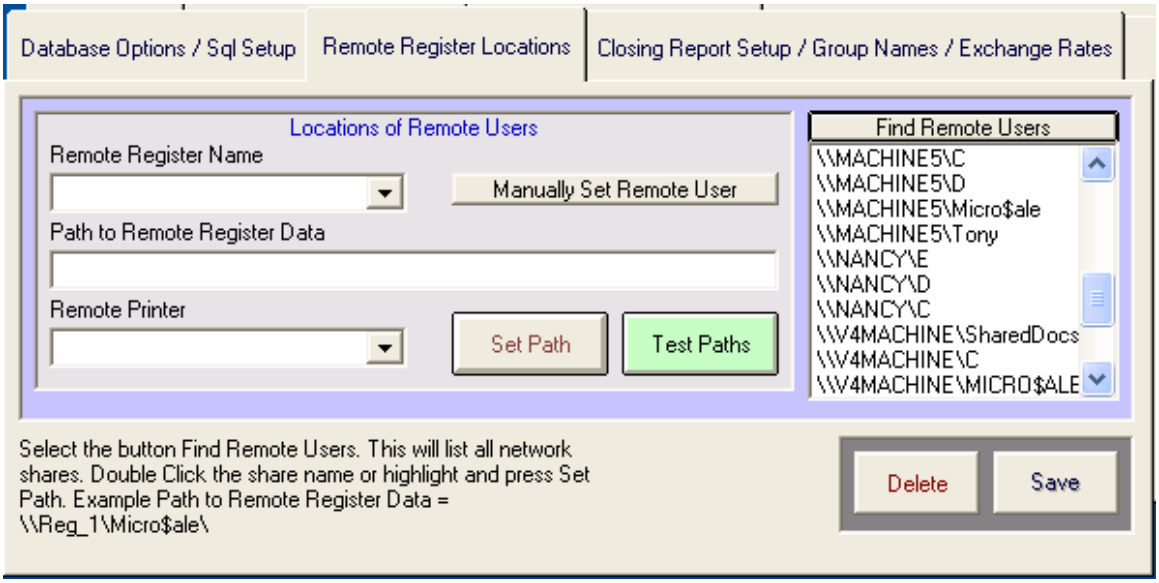
How to Setup A Network Share


Micro$ale Properties
General
Sharing
Customize
Local sharing and security
To share this folder with other users of this computer only, drag it to the Shared Documents folder.
To make this folder and its subfolders private so that only you have access, select the following check box.
Make this folder private
Network sharing and security
To share this folder with both network users and other users of this computer, select the first check box below and type a share name.
Share this folder on the network
Share name: Micro$ale
Allow network users to change my files
Learn more about sharing and security.
OK
Cancel
Apply
Microsoft ACT
Microsoft ActiveSync
Microsoft Data Analyzer
Microsoft eMbedded Tools
Messenger
MGI
Micro$ale

From the desk top double click my computer, double click the C drive, double click on program files, right click on the Micro$ale directory and click on sharing. Follow the example above, check the share this folder on the network and check allow network users to change my files and click OK.

Note: the above example is from XP, 2000 user click on Share this folder and press OK

Remote Register Setup:



Click on the find remote users, double click from the list this will test for the system paths and insert the remote register name as well as the remote register path in the correct fields, press save you cannot save more location than the licensed number of users.
Do not pick the local machine from the list, only select remote users here.

Review saved user click the ellipse labeled remote register name this will display the list of all remote register location, click and the information will be loaded, press delete to remove the location.

Make sure that the number of users selected (Not Licensed) and the number of remote locations match. A three terminal system should have 3 user selected from the local register setup page and two remote register locations in the remote register location page.

If a register is down for service it is only necessary the set the number of user to the remaining number of registers still in service.

Manually enter remote register location; type the name of the remote register in the remote register name field the press the button labeled manually set remote user, this will validate the remote path and create the correct remote path string.

S.3 Credit Card Setup

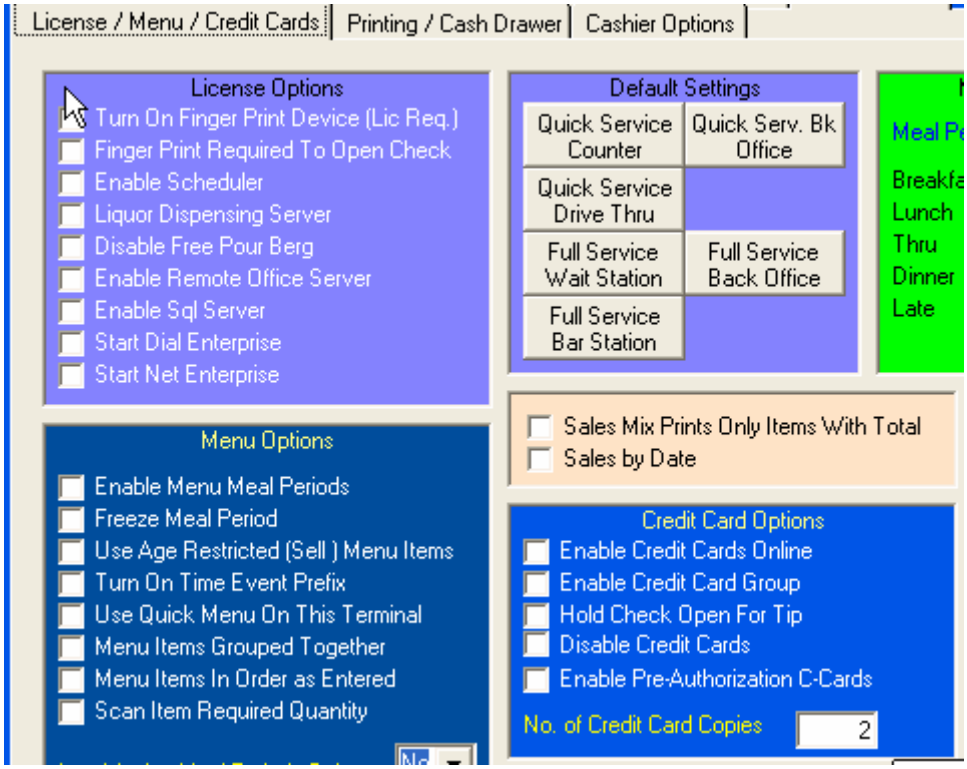
If you are **not** processing credit cards through Micro$ale's credit card interface, you must disable credit cards on each terminal (see picture below). Check the box ***Disable Credit Cards*** and **Save**.

If you are processing credit cards by phone line, you must install Datacap's ***Dial E Pay Server*** on the computer that the **Datatran** modem will be connected to. Install the ***Dial E Pay Server*** and ***Epay Administrator*** on that terminal using the default install settings.

Start the ***Dial E Pay Server*** software once to set the default settings. You will be prompted for the COM port number that the Datatran is connected to and the tip percentage. Tip Percentage should be not less than 15; **standard is 20**.

If you are processing credit cards via a high-speed internet connection to an account with **Mercury Payment Systems**, you do not need to install any additional software or hardware.

Configure Micro$ale at each terminal:



Managers Menu – Register Setup – Register Options

If the connection is to **Mercury Payment Systems**, check ***Enable Credit Cards Online***. Do **NOT** check this box if you are processing credit cards through a **Datatran** modem.

Enable Credit Card Group allows you to set up two or more separate groups of terminals on the same Windows network that will each work as a separate Micro$ale system, but all groups will process credit cards via the same connection. Each group will perform separate closing reports and store sales data separately, but credit card transactions will be stored together for all groups. The last group to Close Out for the day must manually activate the credit card batch routine from the Manager Menu – Credit Card Menu – Tips, Voids, Batching – Batch Credit Cards.
Using the Group Name assignments at each terminal will organize the credit card transactions so that each group's reports will only show the transactions relating to that specific group. (see Group Setup)

Hold Check Open for Tip **(Full Service Option Only)** will keep checks open that were closed to credit card until a tip is applied to the transaction or ***Exit*** is pressed. The check will indicate by color that it has been paid and is now waiting for a tip to be applied.
Enable Pre Authorization C-Cards**; (Full Service Option Only)** allows a user to preauthorize a credit card for an amount before the sale is complete. (Only with open checks and tabs)

No of Credit Card Copies: set the number of credit card charge slips that you would like to print during credit card transactions. A credit card charge slip can also be reprinted from the Credit Card menu. The credit card charge slip will display only the last 4 numbers of the customer's credit card account number.

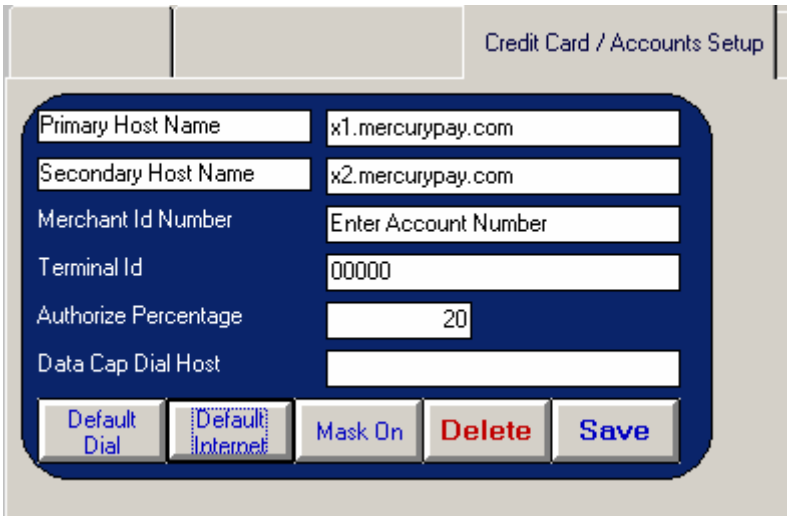
Setup a Credit Card Tender:

Register Setup -- Register Configuration

Press ***Tender Types*** button, and type in the name desired ("Credit Card" for example). ***Do not*** *separate credit card types here.* The totals for each type of credit card will be separated and itemized automatically on the reports. Press ***Save*** to save the new credit card tender to each terminal.

Credit Card Server Setup:

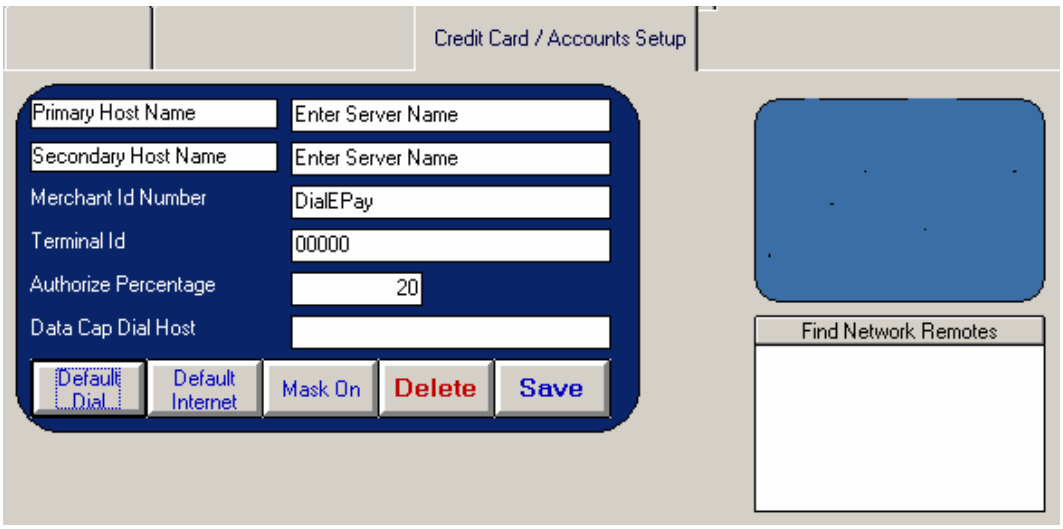
ONLINE via an account with Mercury Payment Systems:



In Register Setup, Register Configuration – Credit Card / Accounts Setup tab

Primary Host Name = **x1.mercurypay.com**
Secondary Host Name = **x2.mercurypay.com**
Merchant Id Number is the account number from mercury (usually **00000000000=name**)
Terminal Id = **00000**
Authorize Percentage (tip percentage) should be not less that 15; **standard is 20**.
Click the *Default Internet* button, and then type the alphanumeric account number from Mercury in the Merchant Id Number box. Save, exit to Windows, and restart Micro$ale.

DIAL via Datatran modem using Dial ePay software interface:



For **Datatran** Connections, the Primary Host and Secondary Host will both be the name of the computer the Datatran modem is attached to. The Merchant ID Number is ***DialEPay*** and the terminal ID = 00000
Click the *Default Dial* button. Then click *Find Network Remotes*. This will create a list of all computers on the Windows network. Click on the name of the computer that is connected directly to the datatran modem, and then double-click in the white box next to Primary Host Name to enter the name there. Then double-click the white box next to Secondary Host Name to enter the same computer name there. Save, exit to Windows, and restart Micro$ale.

***DATA CAP DIAL HOST* IS FOR DATA CAP *DIAL HOUSE ACCOUNTS* ONLY.**

Once the terminals are setup and configured for credit card processing, you should run a test transaction with every card type the store will be accepting and then process a batch to make sure that the money is being deposited correctly.

S.4 Kitchen Video Setup

Micro$ale is integrated with Micro Plus kitchen video system. Kitchen video can be setup as a *Line by Line* or *Not Line by Line*. Menu items can be routed to kitchen displays the moment the menu item is pressed or it can be setup to display the entire order once total is pressed.

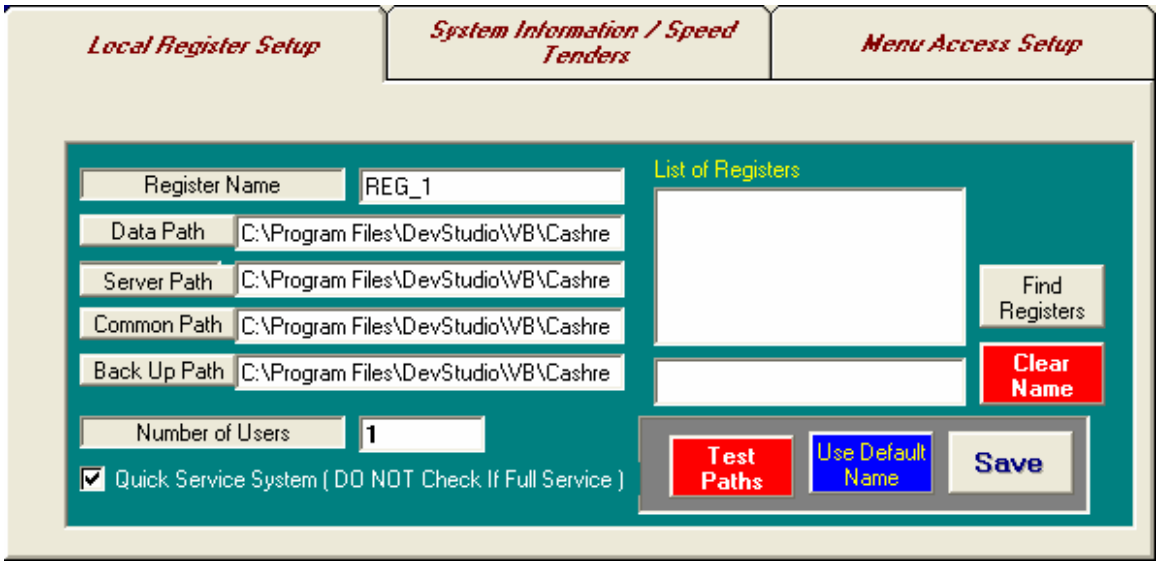
Line By Line:

Requires one serial cable attached to a P.O.S terminal and com1. On the kitchen video computer, up to 6 displays can be driven from this one cable. When a menu item is pressed, it will be displayed on the monitor. If this item is deleted, or modified it will be removed from the display. Each order will be displayed together in one box of the display.

Not Line by Line:

Requires a cable for every monitor. This configuration is similar to a kitchen printer setup. Each monitor will be setup in windows, (see setup), and routed the same as a kitchen printer. Menu items are not sent to the display until the order is totaled and cannot be changed once it has been sent.

Register Name Setup:

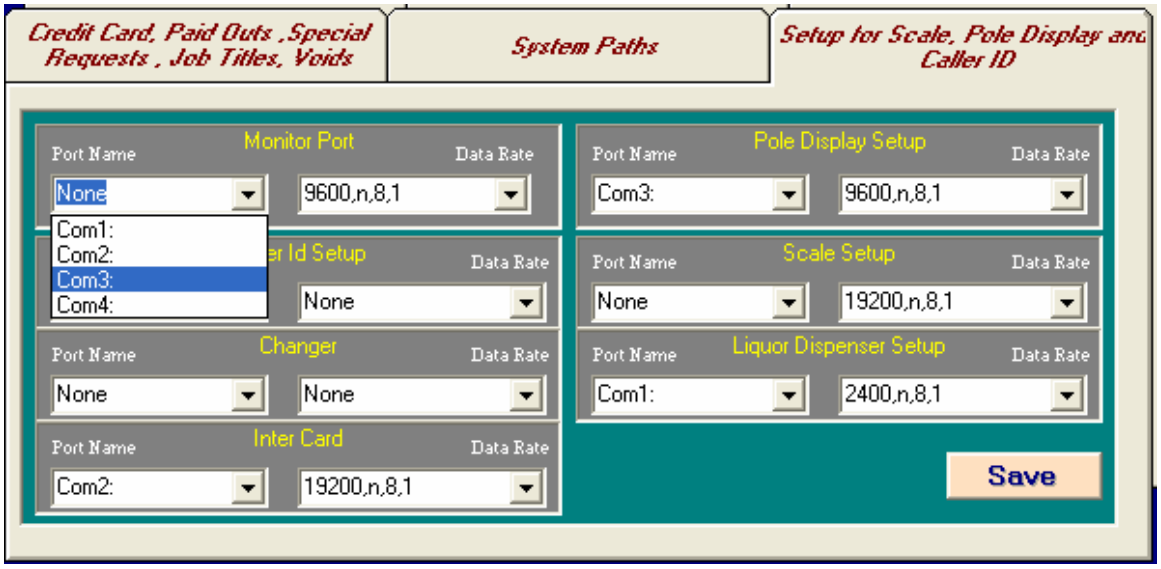


Naming registers:

Each register must be named with REG_ followed by the register number (see Register Name from caption above). This is the only way for the video system to know which register the order is coming from. Kitchen displays will show the register number at the top of the order box. Make sure you press ***Save*** when through.

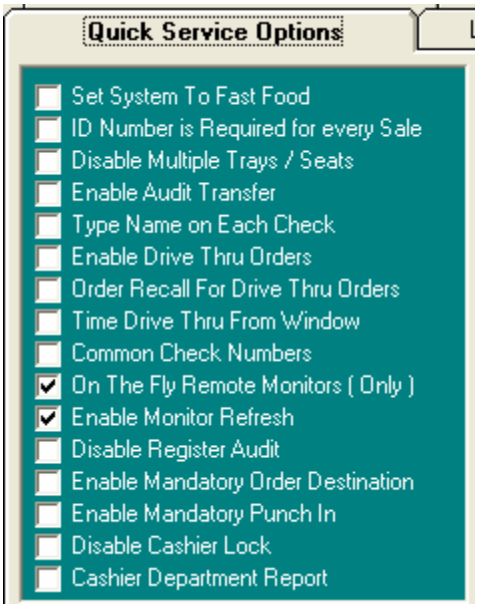
Assigning a COM port:

The COM port is assigned only on the video server. The video server is the machine where the cable connects from the P.O.S. Terminal to the video computer.



To assign the port, click on the list box from port name under Monitor Port. Select the com port where the video server cable is connected. The data rate should be 9600,n,8,1.
Make sure you ***Save*** the settings when done.

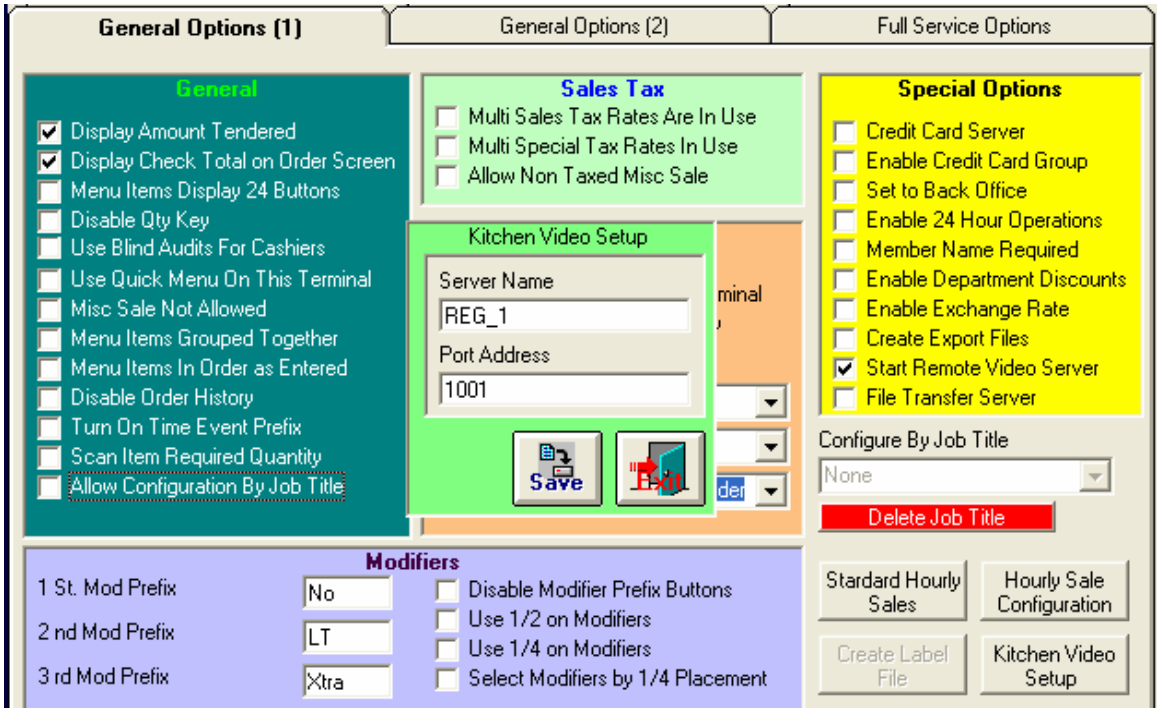
<u>Activate Video System:</u>


Quick Service Options
Set System To Fast Food
ID Number is Required for every Sale
Disable Multiple Trays / Seats
Enable Audit Transfer
Type Name on Each Check
Enable Drive Thru Orders
Order Recall For Drive Thru Orders
Time Drive Thru From Window
Common Check Numbers
On The Fly Remote Monitors (Only)
Enable Monitor Refresh
Disable Register Audit
Enable Mandatory Order Destination
Enable Mandatory Punch In
Disable Cashier Lock
Cashier Department Report

Click on the 2 options listed above *On the Fly Remote Monitors (Only)* and *Enable Monitor Refresh.* This must be selected on each register where the kitchen video is desired.
Make sure you ***Save*** the settings.

Please Note: If *On The Fly Remote Monitors (Only) is* ***<u>NOT</u>*** *checked you* ***<u>WILL NOT</u>*** *be able to access the button labeled Kitchen Video Setup.*

The next Item in the setup process is *Video Server Setup*



Video Server Setup:

To configure the server, press the button labeled *Kitchen Video Setup*. This will display a box labeled Kitchen Video Setup (See example above). There is no need to change the port address. *Port address* is the port which data is passed between the register and the video server. *Server Name:* enter the name of the register where the video server is connected. You must use the network computer name of the video server (see next page example to get to network computer name).

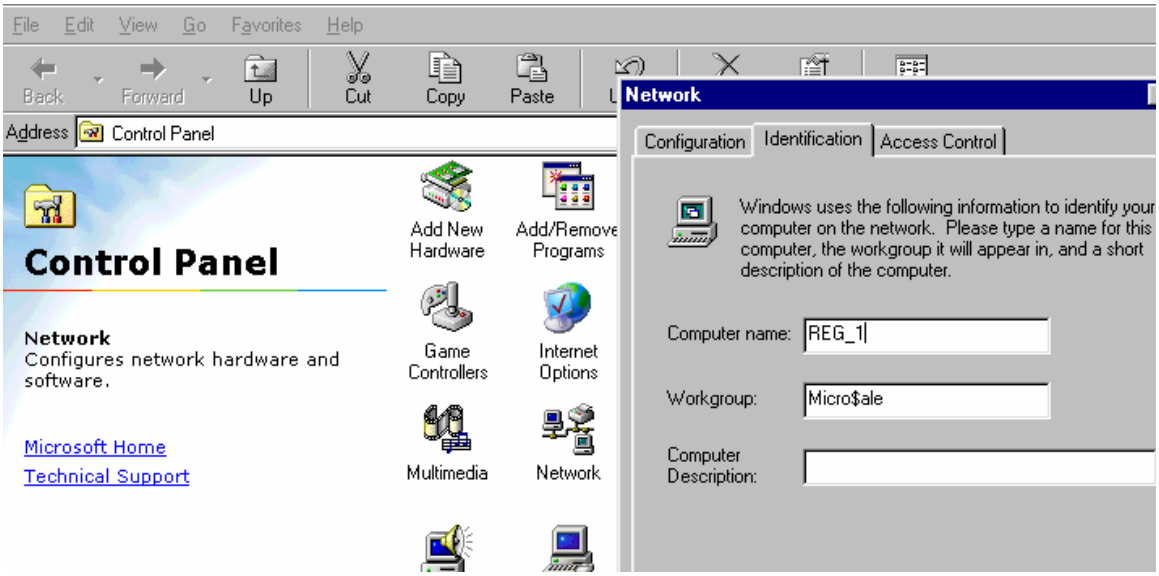
Note: each register will require it own setup

Video Server:

The machine connected to the video system will need to have *Start Remote Video Server* checked. (See example above in the yellow box)
Only the video server should have this box checked.

To find the network computer name, click *start* on the task bar.
Click S*ettings*.
Click *control panel*.
Double click the icon labeled *Network*.
Select the tab, *Identification*

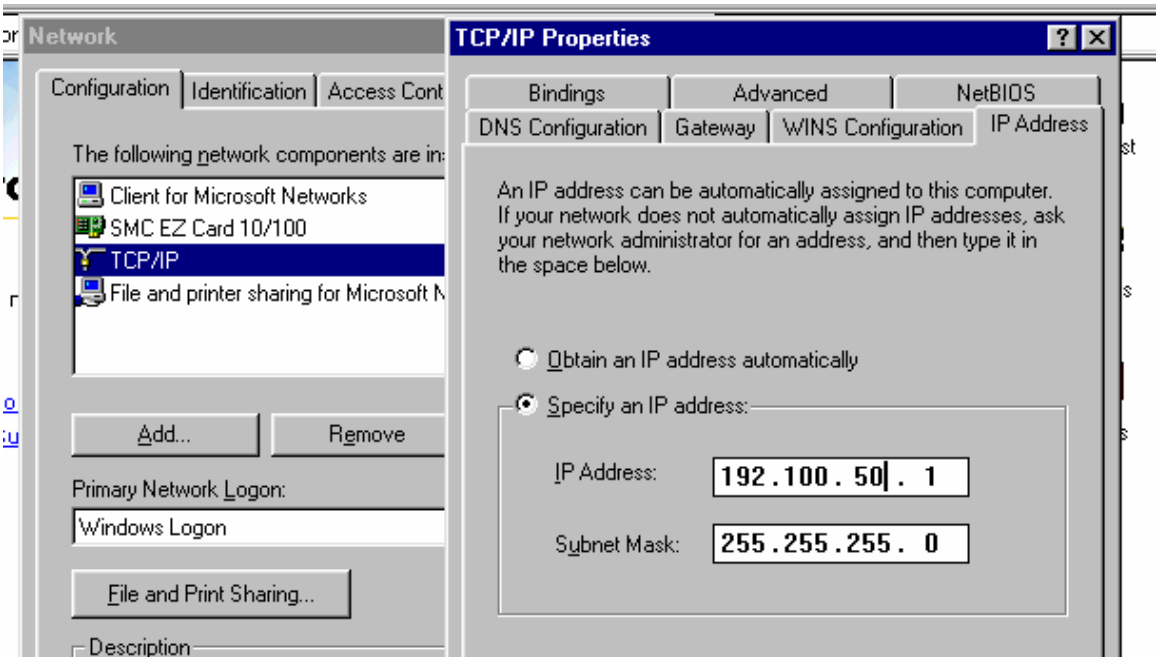
This will display the computer name and the work group it belongs to.


File Edit View Go Favorites Help
Back Forward Up Cut Copy Paste
Address Control Panel
Control Panel
Network
Configures network hardware and software.
Microsoft Home
Technical Support
Add New Hardware
Add/Remove Programs
Game Controllers
Internet Options
Multimedia
Network
Network
Configuration Identification Access Control
Windows uses the following information to identify your computer on the network. Please type a name for this computer, the workgroup it will appear in, and a short description of the computer.
Computer name: REG_1
Workgroup: Micro$ale
Computer Description:

This video system will **NOT** work if the *network computer name* is not correct!

Network Setup:

When setting up the register system network, TCP/IP is the required protocol with



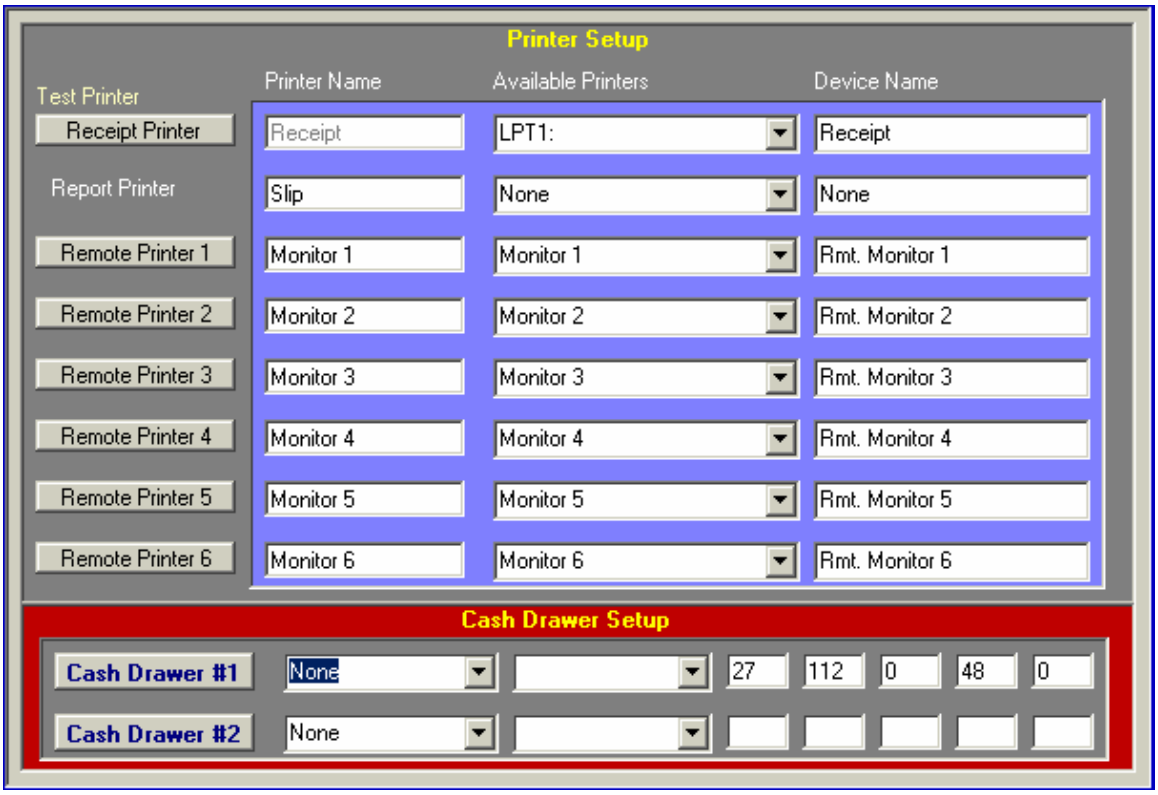
assigned IP address.

How to set an IP address:

Click start, click settings, click control panel, double click network. Select *TCP/IP* and click properties, click the tab labeled *IP Address.*
Check to label Specify an IP address.

Example: Each register will use the subnet mask of 255.255.255.0
Use for an IP address 192.100.50.1 increment the last number up by 1 for each register.
Use 192.100.50.2 for register 2 and so on.

Monitor Assignments:



Once the options have been selected the monitors will be added to list of available printers. To select a monitor click on the list box labeled available printers find the name of the monitor and click, this will select the monitor port and monitor name. Once the monitors have been assigned, you are now ready to assign monitors to menu items.
Note: monitor and remote printers can be used together.

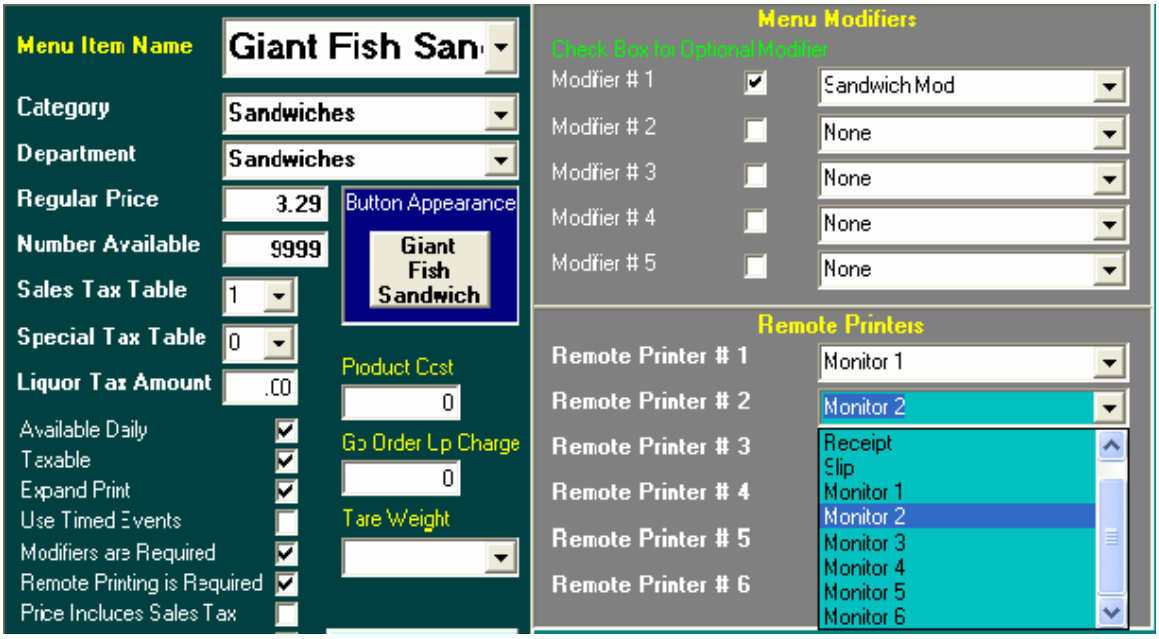
Example:

Remote printer 1	*Expo*	*Com2:*	*GenText*
Remote printer 2	*Monitor 1*	*Monitor 1*	*Rmt. Monitor 1*

This configuration will send menu items to the expo printer and send menu items to monitor 1. Use as many combinations as desired.

The next step is assigning monitors to menu items.

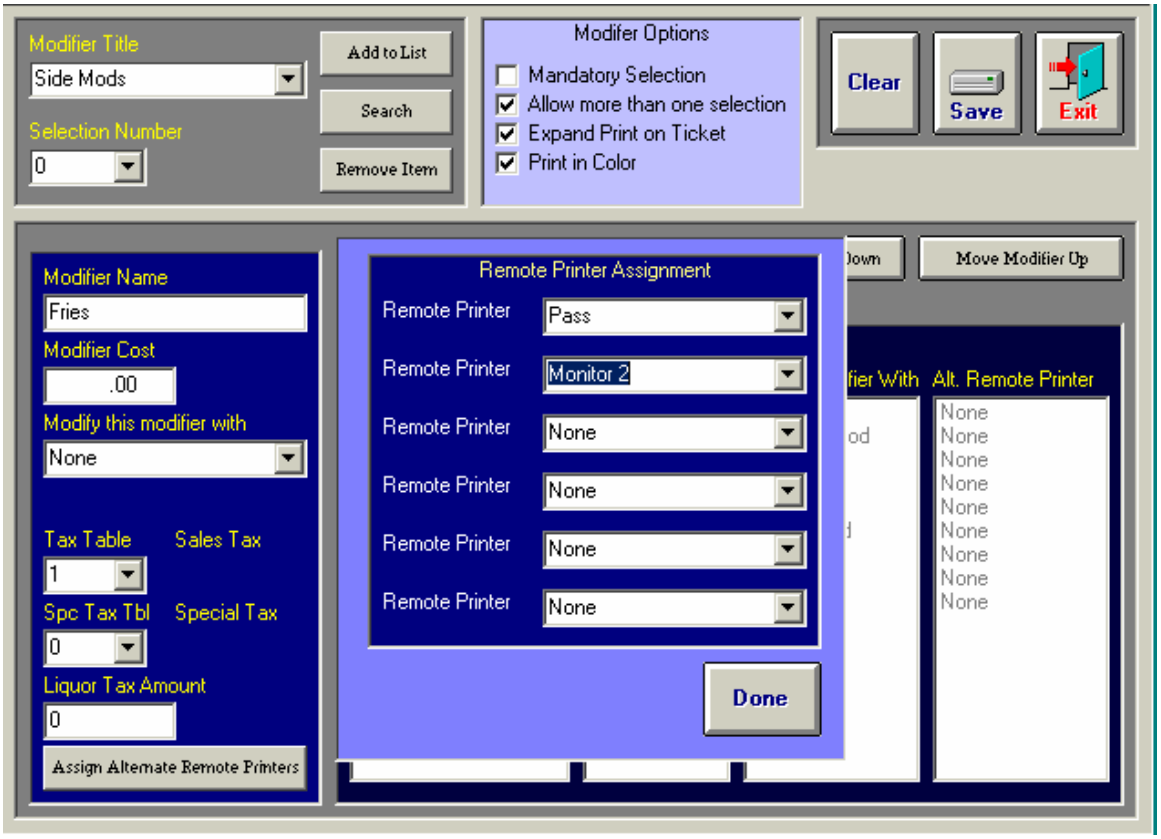
Assign monitors to menu items:



Select a menu item. Check the box *Remote Printing is Required*, this will activate the section labeled remote printers. Select the name of each remote that this menu item will be sent to. Make sure that no spaces are skipped. The remote printing routine searches for each printer until it sees *none or not available*. Any printer assigned after that will not be accepted.

Make sure you click ***Save*** when done.

Routing modifier to different remote printers:



Modifiers, by default, travel with the menu items. If an alternate printer is required, click the gray button on the bottom left. A blue box Remote Printer Assignment will appear. Modifiers can be rerouted to a different printer or even skipped.

In this example, the modifier, Fries, will not travel with the menu items assigned. Fries will not be sent to the menu item's 1st remote printer and will be sent to monitor 2 instead.. In the remote printer assignments, setting the remote printer to none will set the item back to default causing the item to travel with the menu items remote printers. The advantage in using this setup is the ability to send Hot Items to 1 location and cold items to a different.

Example:

The menu item is Steak. You could choose soup as a modifier, the steak could be sent to the grill and the soup could be sent to the soup station. If a salad is a modifier, it could be sent to the salad station.

S.5 Currency Exchange Rate

Setup Part1

Manager Menu – Register Setup – Register Options
General Options (1) tab, Special Options yellow section
Put a check in the box next to "*Enable Exchange Rates*"
****SAVE!**

Setup Part2

Exit Register Options and go to Register Configuration
Closing Report Setup/ Group Names/ Exchange Rates tab
Sales Exchange Rate section
In the Exchange Name box, type the name of the second cash tender that you accept (ex: Pounds, Yen, Pesos, etc.)
(Remember: Micro$ale will only calculate change back in the default cash tender, not the second cash tender)

In the Exchange Rate box, type the equivalent amount for one US dollar (or one unit of your default cash tender if other than US dollars).
Here are a couple of simple examples:
If $1 = 100 yen, then the exchange rate is 0.01
If $2 = 1 pound, then the exchange rate is 2
****SAVE!**

Setup Part3

Still in Register Configuration, go to the tab for *Credit Card, Paid Outs, Special Requests*, etc. and touch the Tender Types button.
In the white box next to Credit Card Name, type the name of the second cash tender spelled the same way as in *Part2* above. Check the box next to Exchange Tender and the box next to Cash Tender.
****SAVE!**

Operations

Ring up orders like normal. On the tender screen, "CASH" always represents the default currency. You can click the Check Total in the bottom right-hand corner of the tender screen to toggle between the Check Total in the default tender and the total in the Exchange currency. Enter an amount on the number pad (with decimal) and touch the appropriate tender in the list on the left. You can accept any combination of tenders and currencies from the list on the left. NOTE: Change will always be calculated in the default tender, never in the second cash currency (the exchange tender).

S.6 Berg Liquor System Interface

The Berg device sends a PLU number to the M$ liquor server. M$ looks up the PLU number and determines if that number is assigned to any menu item. If the PLU is a valid number, M$ will release the pour and record the PLU.

There are 3 types of records. Open Pour (liquor has been poured with out a sale), *Open Sale* (liquor that was sold through the register system but not poured), and *Closed Sale* (Open pours matched with open sales).

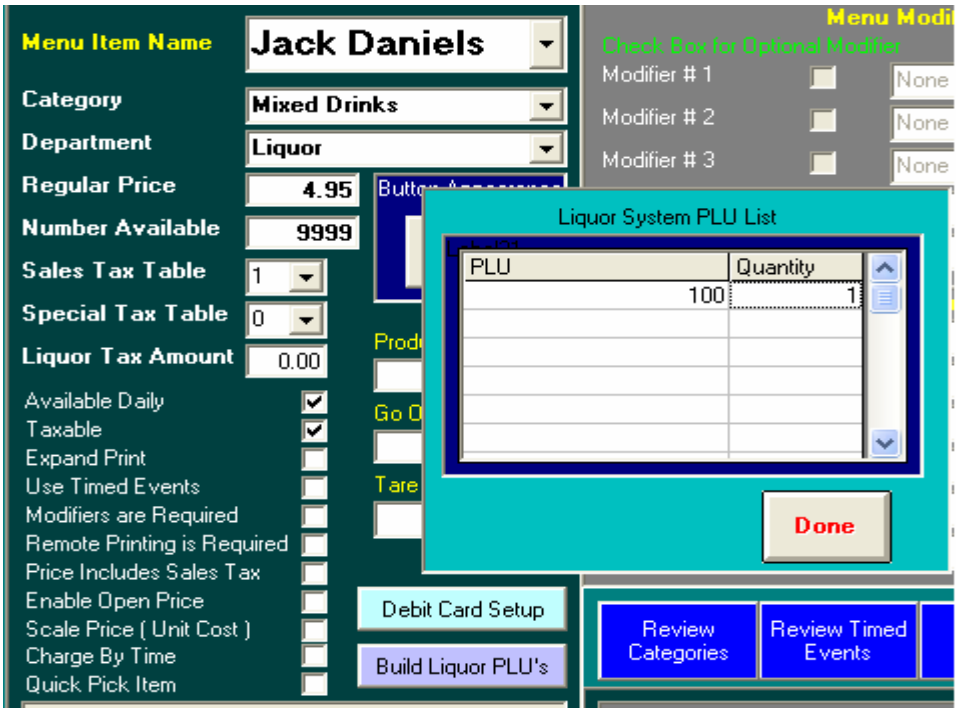
If a drink is poured and that drink's record is never marked closed, it will then become an exception. All exceptions from that bartender will be printed at the end of their shift. It will show the number of exceptions, the time, and the register name. Once the bartender's audit is closed, those open pours will be marked as exceptions and will no longer be updated by sales from the register system. All exceptions for the day will be printed on the nightly sales report.

Berg Liquor System Setup:

Requires a separate license from Micro$ale.

How to Setup Berg:

You need the list of assigned PLU numbers from the Berg Liquor System. Think of PLU numbers as pricing levels. These numbers will be used to build PLU recipes in M$.



To build the Liquor PLU's, go to Menu Maintenance and then Menu items and pricing.

Select or create a menu item, and press the *Build Liquor PLU's* button. The liquor system PLU list will be displayed. This is a recipe list and can hold more than one PLU, allowing you to have more than one liquor assigned to a drink.

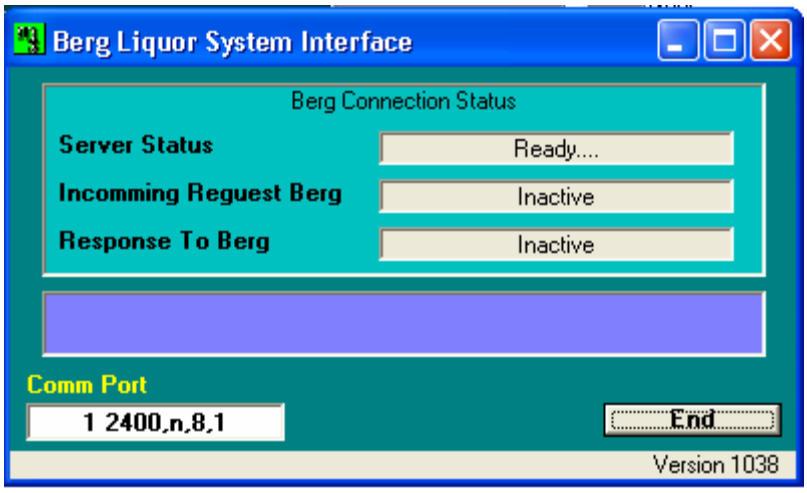
1. Enter the PLU number from the Berg Liquor System (provided by Berg).
2. Enter the quantity of pours required to make this drink. (This quantity must be a whole number)

Example: *For the Jack Daniels menu item, a 100 was entered under PLU number. (The Berg system is using 100 for a premium drink). The quantity is number of pours required to make this drink. 1 pour from a premium PLU number is required to make a Jack Daniels Drink.*

Drinks can me made with a variety of different liquor amounts. Keep in mind that the PLU is what designates how much liquor is to be poured not the quantity field; the quantity field determines the number of pours required to make the drink.

REMEMBER NOT TO USE FRACTIONS IN THE QUANTITY FIELD!!

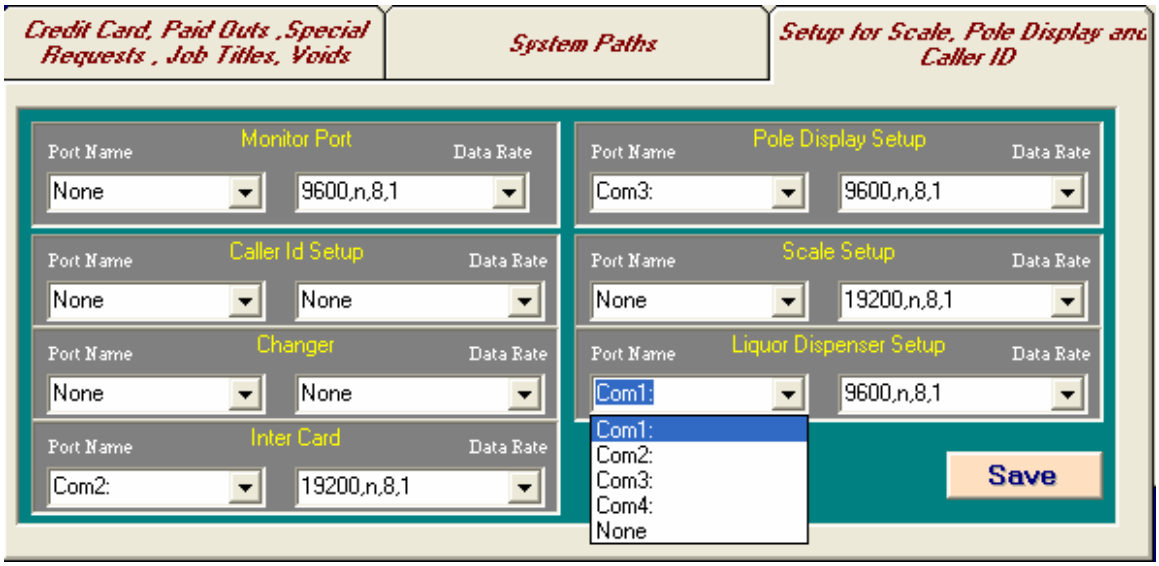
Configuring the Pouring Server:



This part of the software handles all communications between the pouring system and the register system. The server status box indicates the condition of the connection between the Berg Device and the computer. Com Port let us know what com port and at what speed we are communicating at. Each terminal with a Berg system attached will need a pouring server.

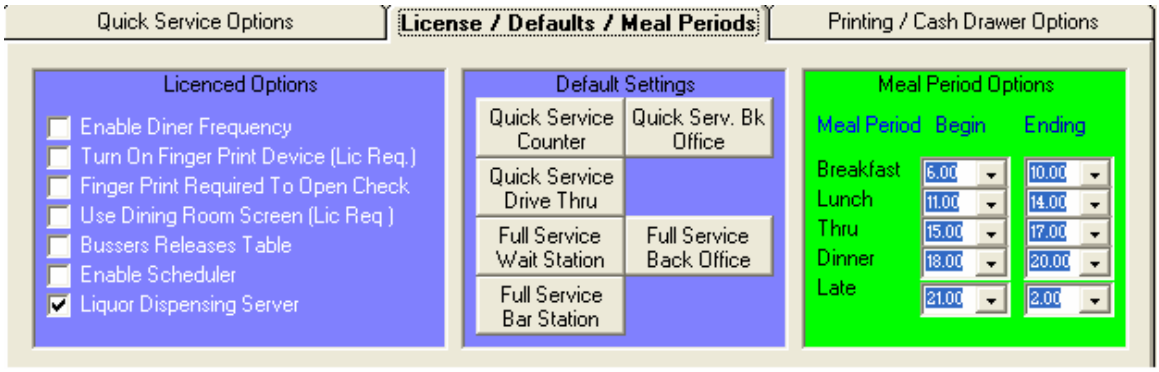
To set the port and baud rates:

1. Go to the Managers menu
2. Go Register Setup
3. Go to Register Configuration
4. Select the tab label, *Setup for Scale, Pole Display and Caller Id*



Select port name from the section labeled liquor dispenser Setup, this is the com port that the Berg pouring device is attached to. Select the baud rate that the computer and device will communicate at (see Berg manual for baud rate and cable configuration). Press *Save*

How to activate pouring server:

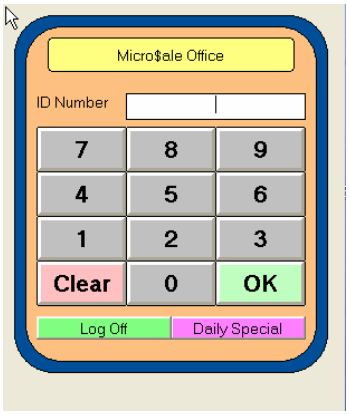


To turn on the Berg system interface:

1. Go to the Managers Menu
2. Go to Register Setup
3. Go to Register Options
4. Select the tab, *License / Defaults / Meal Periods*
5. Under licensed Options check the box *Liquor Dispensing Server*
6. Press *Save*

It will be necessary to restart Micro$ale after this option is checked. Each time Micro$ale starts, the pouring server will be started automatically.

Micro$ale PDA



1.0 Introduction

Micro$ale has an optional PDA, or handheld, configuration available. With this interface, any Windows-based PDA with a wireless network adapter (WLAN) can be used in conjunction with the terminal services client to afford the server much more freedom to stay near assigned tables or areas, without having to keep returning to the nearest workstation to enter his/her orders. This is a guide to what the customer would need to purchase, and how to configure Micro$ale and Windows to get it running.

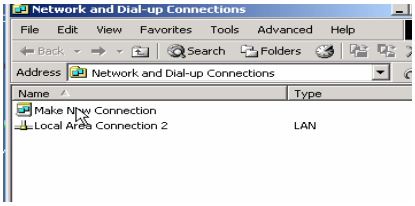
2.0 Prerequisites

In order to use the PDA option, there are a few things that have to be done. First, there is an additional per site licensing fee. Next, and most important, is to have at least one system in the network be running Windows 2000 or 2003 server. This should come with at least 2 terminal services licenses. Additional licenses can be purchased if necessary. When purchasing your PDA(s), you will need to specify 3 things: (1) Must have Windows operating system. (2) Must have wireless network adapter (WLAN). (3) Must have Windows terminal services client installed. After these 3 minimum requirements have been met, another concern is that the unit(s) should be rugged enough for every day use. In other words, an industrial-type model should seriously be considered. It will also be necessary to have a wireless access point connected to the network switch to provide the PDAs a way to communicate with the system running terminal services.

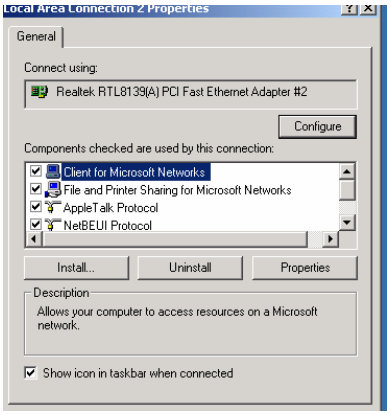
3.0 Configuration

3.1 Windows set-up

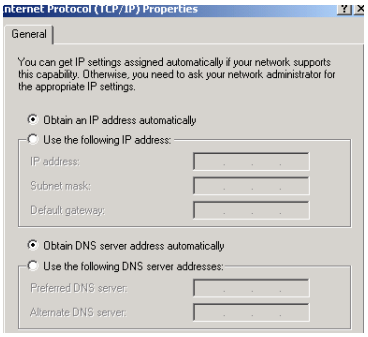
After installing 2000 or 2003 Server, here is a guide on how to setup the system for PDA use. First of all, the server should have a static IP address. This will greatly simplify the handheld's configuration. In order to configure the Server for this, it is necessary to go to the network configuration options. On the desktop, simply right click "My Network Places" and left click on "properties". This will yield a screen similar to the picture on the next page.


Network and Dial-up Connections
File Edit View Favorites Tools Advanced Help
Back Search Folders
Address Network and Dial-up Connections
Name Type
Make New Connection
Local Area Connection 2 LAN

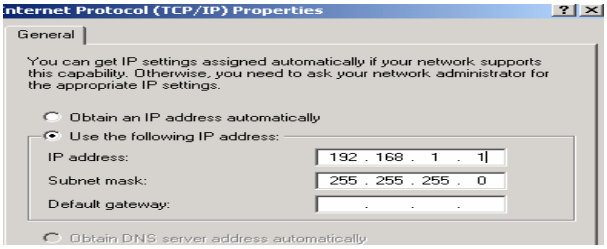
Once this is done, right click on “Local Area Connection” and in the drop-down box, left click on “properties”. This gives the screen in the next example:


Local Area Connection 2 Properties
General
Connect using:
Realtek RTL8139(A) PCI Fast Ethernet Adapter #2
Configure
Components checked are used by this connection:
Client for Microsoft Networks
File and Printer Sharing for Microsoft Networks
AppleTalk Protocol
NetBEUI Protocol
Install... Uninstall Properties
Description
Allows your computer to access resources on a Microsoft network.
Show icon in taskbar when connected

This shows the typical network protocols installed with Windows. We will be working with TCP/IP. Just scroll down until “internet protocol” is visible, then highlight it and hit the “properties” button. This yields the screen in the following example:

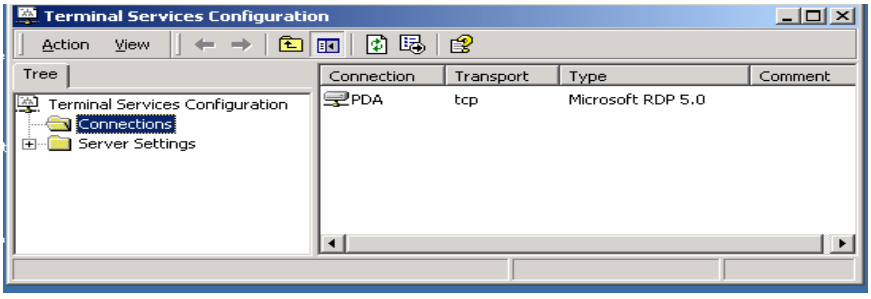

nternet Protocol (TCP/IP) Properties
General
You can get IP settings assigned automatically if your network supports this capability. Otherwise, you need to ask your network administrator for the appropriate IP settings.
Obtain an IP address automatically
Use the following IP address:
IP address:
Subnet mask:
Default gateway:
Obtain DNS server address automatically
Use the following DNS server addresses:
Preferred DNS server:
Alternate DNS server:

Here, it is clear that this system is currently configured to obtain an address automatically. As previously shown, this is not the recommended way to go. Instead, click on “Use the following IP address:”. This brings up the next screen:


nternet Protocol (TCP/IP) Properties
General
You can get IP settings assigned automatically if your network supports this capability. Otherwise, you need to ask your network administrator for the appropriate IP settings.
Obtain an IP address automatically
Use the following IP address:
IP address: 192 . 168 . 1 . 1
Subnet mask: 255 . 255 . 255 . 0
Default gateway:
Obtain DNS server address automatically

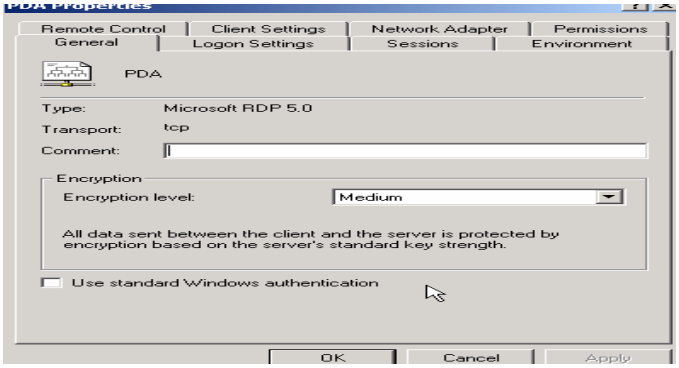
The example shows a commonly used private IP address, but any valid address range could be used. This will be the value entered into the “connect to” area on the PDA.

The next portion of the Windows configuration deals with setting up the connection session. When the PDA connects, we want it to automatically sign on to the server, start the correct program (Micro$ale), and then automatically sign off when the server logs off the terminal. First, open terminal services on the PDA and connect to the server at the address we have configured. At this point, it will still be necessary to put in a user ID and password. Once this is done, run a program on the Windows server called “terminal services configuration”. This is found under Start/Programs/Administrative Tools/terminal services configuration. This is the screen that should come up:

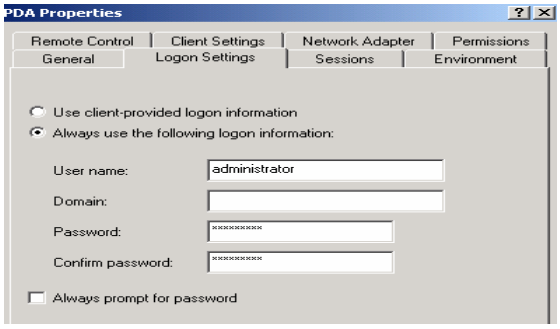


Notice that it shows a current connection called “PDA”. This is our office handheld, and it could be any name the customer chooses.

On the next page, the different options available under the connection properties will be explained. There are, as shown, several different tabs available. The ones that will be used are: “Environment”, “Logon Settings”, and “Client Settings”.

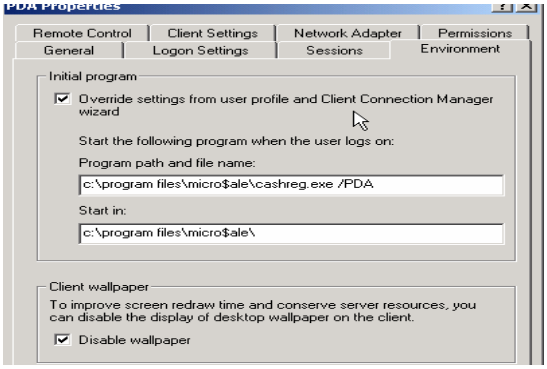


First, let's look at logon settings. The following example shows how to set up a connection to automatically sign on the server with "administrator" as the user ID with its corresponding password:

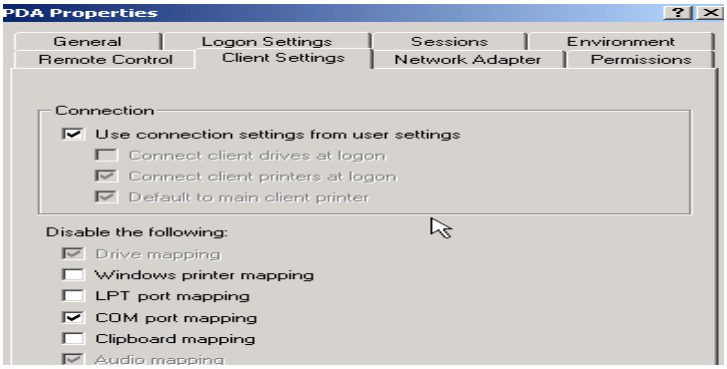


(Also, do not check "always prompt for password", else anytime the PDA is connected the user will have to supply a user ID and password)

Next, take a look at the Environment tab:



This shows the actual application, or program, that this session will automatically start once connected. As can be seen in the example, the checkbox for "Override settings" is checked. This locks the PDA into this startup application. The program path and filename is the same that a normal workstation would use, with the exception of the added "/PDA" extension. And, yes, the "PDA" has to be in caps. Notice also that the "Disable wallpaper" option is checked. This cuts down on the amount of graphics that has to be loaded. Next, we look at "Client Settings":

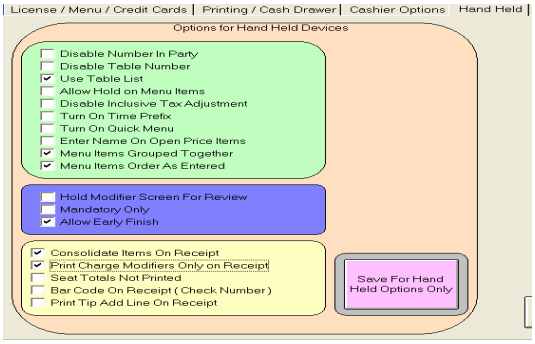


Notice that "Use connection setting from user settings" has been checked. Also, COM port mapping has been checked. This is to allow access to remote printers.

This is the end of the Windows configuration portion. Next will be the settings necessary within Micro$ale.

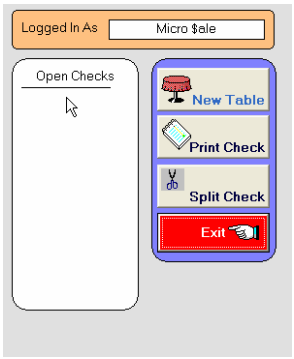
3.2 Micro$ale Set-up

This next section will cover what has to be configured within Micro$ale for handheld operation. Once the decision has been made to go with PDA's, it has to be turned on in the license. Then, there are certain options that have to be set in the Handheld tab within Register Options. This will be illustrated in the example on the next page.

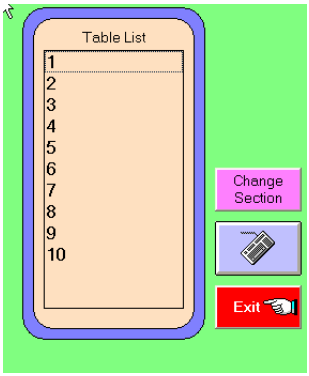

License / Menu / Credit Cards
Printing / Cash Drawer
Cashier Options
Hand Held
Options for Hand Held Devices
Disable Number In Party
Disable Table Number
Use Table List
Allow Hold on Menu Items
Disable Inclusive Tax Adjustment
Turn On Time Prefix
Turn On Quick Menu
Enter Name On Open Price Items
Menu Items Grouped Together
Menu Items Order As Entered
Hold Modifier Screen For Review
Mandatory Only
Allow Early Finish
Consolidate Items On Receipt
Print Charge Modifiers Only on Receipt
Seat Totals Not Printed
Bar Code On Receipt (Check Number)
Print Tip Add Line On Receipt
Save For Hand Held Options Only

This example shows the “Handheld” tab within Register Options. At least one of these options must be set, or when the PDA connects, the screen will say “No handheld configuration” and log itself off. The next example will show an actual screen after correctly configuring the PDA, terminal services, and Micro$ale:

This is the ID screen. Once the server puts his/her ID, the next screen will come up:



Notice there is no “Close Check” option. This has to be done at a regular workstation, or at a centralized check closing station, if the system is so configured. The table screen is also a little different, as the next illustration shows:



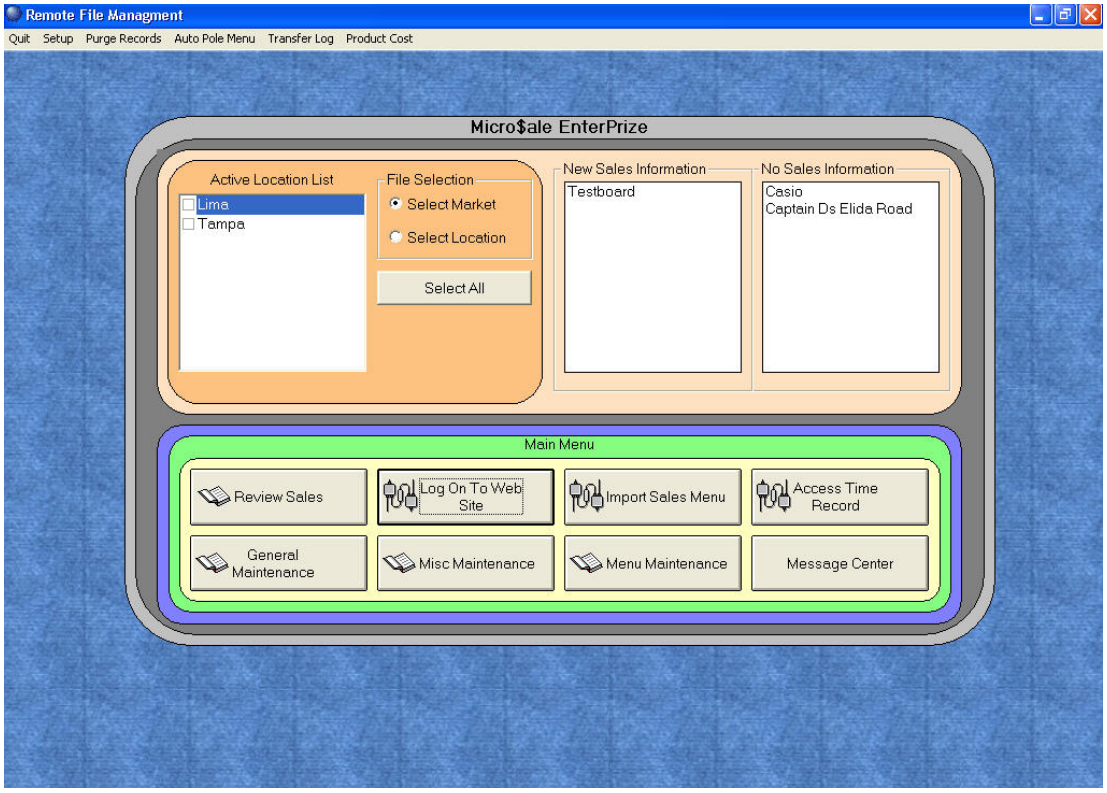
A table can be selected from this list, or, if the system has a table layout configured, that could be used instead. Once a table is selected, the display shown would be as follows:

The menu layout is obviously reformatted to fit this screen configuration and changes the normal button layout into a linear format, left to right, top to bottom. They still operate as usual, menu items pull up attached modifiers, and so on. Once the ticket is completed, just hit done, and the order will be sent to the appropriate printer.

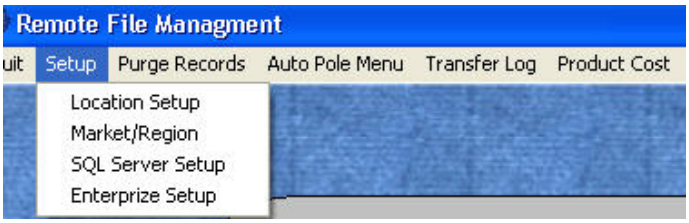
Overview

Micro$ale EnterPrize is a valuable, powerful tool for all Micro$ale users. It is designed for those who have multiple store locations and regions. It gives the owner/manager an invaluable way to monitor, administer, and poll all their stores from a central location. This manual will show, step by step, how to install and configure this useful, simple to use program.

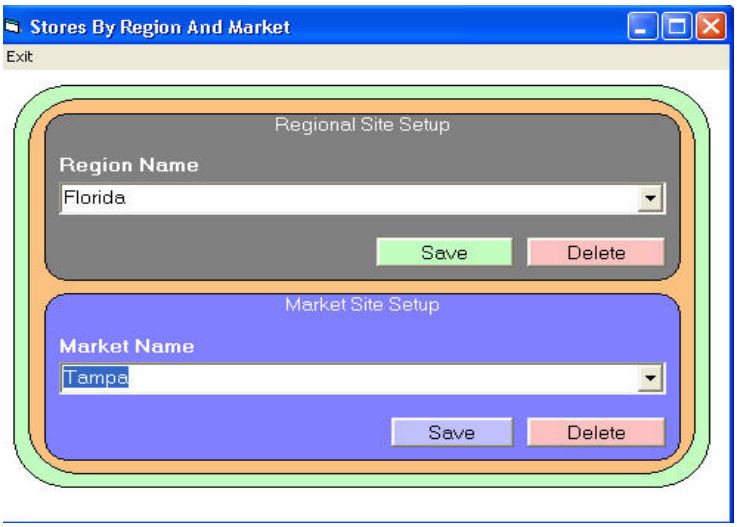
To use EnterPrize, all stores and the corporate/central office must have a full-time internet connection. This can be accomplished with either DSL (with at least one static IP address for each site) or Cable modem connection (i.e. Roadrunner). This is necessary for the home site to connect at any time of day or night to poll or make changes to any location(we will see why this is necessary when we cover configuration/setup of regions and locations.) The following picture is of the initial screen upon starting EnterPrize:



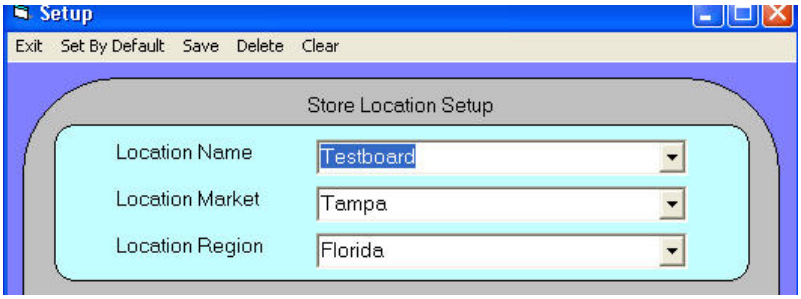
There are two sample markets set up. We will document how we set up the “Tampa” market in this manual.



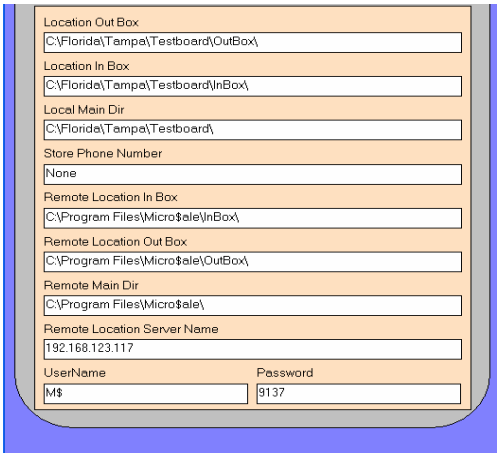
First, click on 'setup' on the toolbar to go to the various configuration options. The drop-down menu shows "Location Setup", Market/Region", "SQL Server Setup", and "Enterprize Setup".



Click on Market/Region. In the example to the left, we have set up a region called "Florida" and a market called "Tampa". We used our state as the region and city as the market. This is just an example and can be done in many different ways. After you decide what to call each field, you must click "save" in each window. Next, we will show how to set up a location within this region and market. First, click on Location Setup. Then, set up a store location with Florida/ Tampa called "Testboard". The following examples show how we accomplished this:

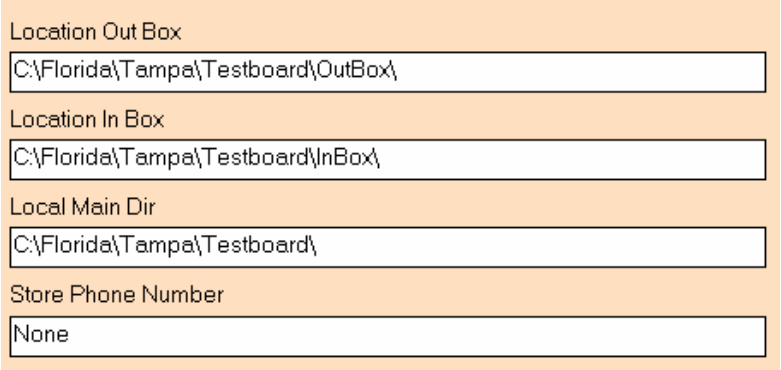


This screenshot shows that we have assigned location name "Testboard" to Market "Tampa" and Region "Florida". This is the upper portion of the "Store Location Setup" screen.

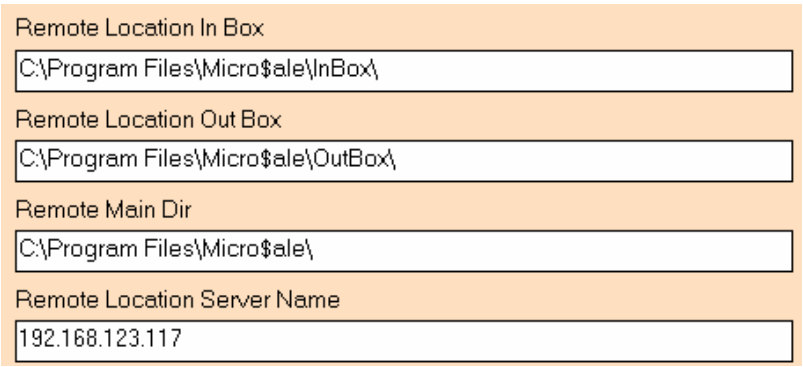


This shot to the left shows the bottom portion of this screen, with all parameters needed for this location. The majority of the parameters on this screen can be obtained by clicking the "Set by default" button on the upper toolbar. The values that are location specific are "Remote Location Server Name", "username", and "password".

Our testboard machine's IP address is the value used for the remote location server name. In an actual situation, the remote router's IP address would be used. This, as well as the username and password, will be covered in greater detail in the NetEnterPrize section of the manual. The Location In Box, Out Box, and Main Dir paths tell the office computer where to store databases and message files used when uploading and downloading to and from this specific store location. The same holds true for the Remote path names as well. These paths will be automatically created and will correspond to the Region and Markets you create in that setup portion.

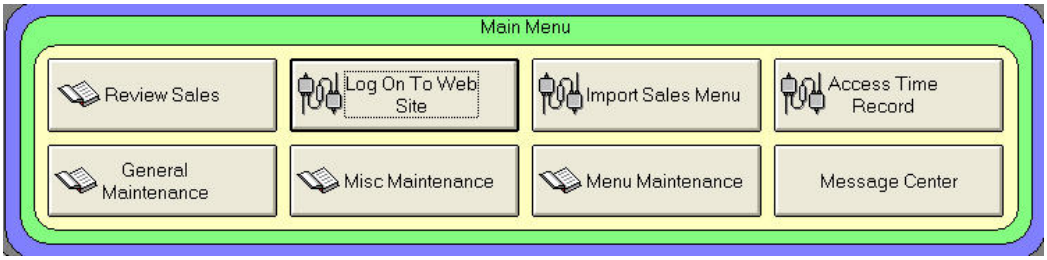


In this picture, the directory structure shows that the region, Florida, is the highest level, followed by Tampa, then the actual store location, "Testboard". The Outbox and Inbox directories store incoming and outgoing messages to the remote location. The Local Main Dir path stores databases and system files that have been downloaded from the remote. Any other location that is setup within the Tampa market will also fall under the Florida/Tampa subdirectories. There is also a field included for the store phone number.

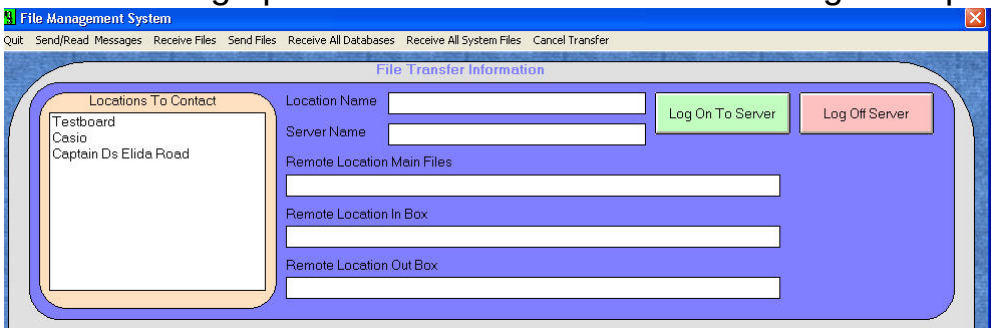


This shot shows the directory paths for the remote machine. This structure will be a little different, as all sub-directories are within the Micro$ale directory. Also, note the Remote Location Server Name. The IP address of the remote machine was used. This is where you would put in the remote router's address to connect to the FTP server. This will be covered in more detail in the NetEnterPrize section of this manual. This is also why the store must have a static, or permanent, IP address. Otherwise, the store would have to be contacted each time a connection was needed in order to obtain the current IP address.This would make auto-polling impossible.

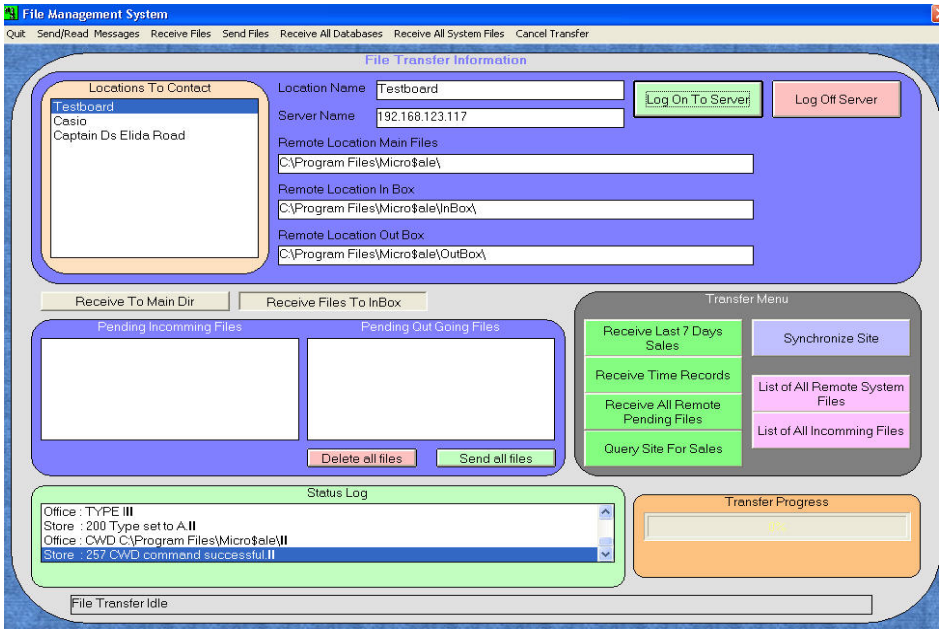
Once all of these components have been configured, it's time to log on to the remote site. This is accomplished by clicking the button "Log On to Website" in the Main Menu.



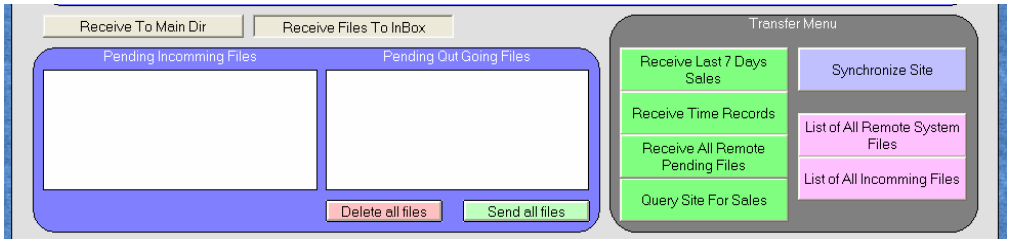
This will bring up the screen shown in the following example:



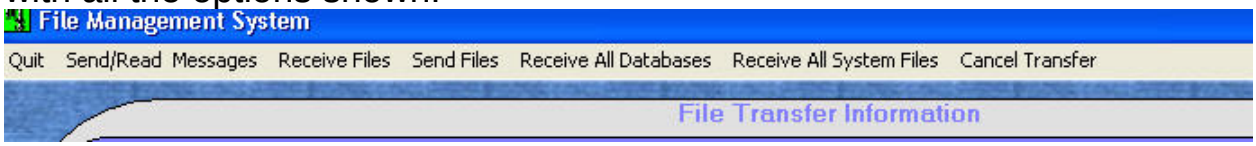
This screen shows the different available locations. We are going to highlight "Testboard" and click the "Log On To Server" button to the right. This will, if we have configured this location correctly and the location is up and running in Micro$ale (with NetEnterPrize turned on), bring up the next screen:



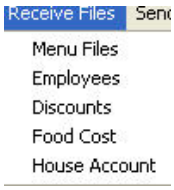
In the example, you can see that we are logged into "Testboard". It shows a successful login in the Status Log window, and we can now administer this location from our office system. The server name in this case is the IP address of this particular system.

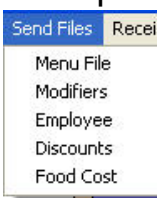


There are many options available here. For instance, you can touch the button “Receive last 7 days sales”, which will pull the sales summary info. from this system. Another very important button is “Synchronize Site”. This will receive and send any incoming and outgoing files and/or messages sitting in the queues (shown in the “Pending Incoming/Out going files windows). These could be menu files, messages between terminals, system files, etc. Any file that was being used to maintain and administer the remote system will be sent or received. You can touch the button on the toolbar “Send/receive messages”, which can be used to send or receive a text message from the remote location. You could change the menu, employee file, any of the main operating files used within Micro$ale from the main office and roll it out to all your stores from one location. Below is a screenshot of the toolbar on the login screen, with all the options shown:



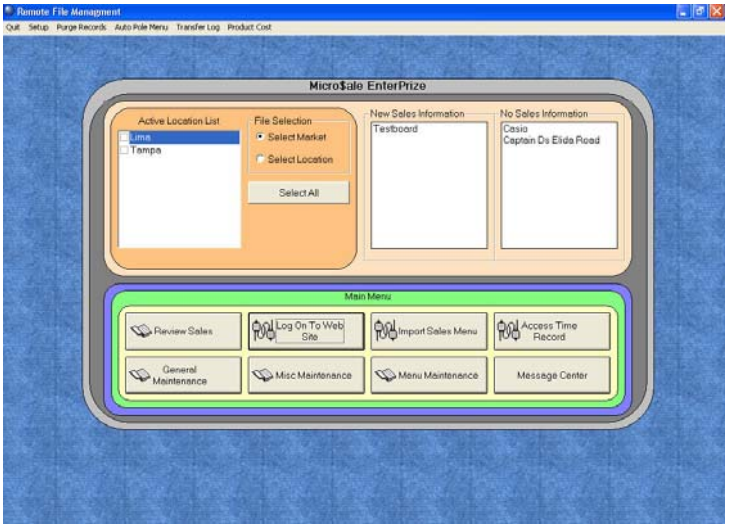
The first time any location is connected to, all the databases from that location should be downloaded, by clicking “Receive all databases” on the toolbar. It is also possible to send or receive only selected databases, as seen in the examples below:



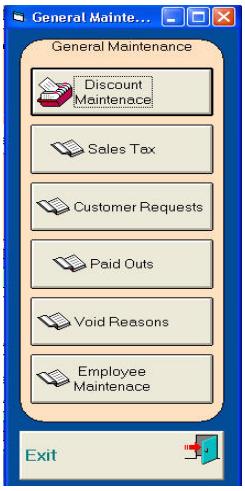


This shows the different databases you might want to work with and/or replace on the remote site. Next, we are going to go back one screen and show some of the options available there.

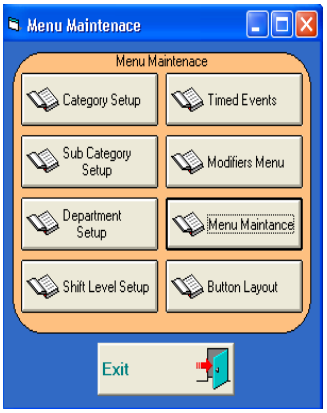
Here, you can see that there are two different ways of administering locations: by location, or by market. If you select by market, you could, for instance, make a menu price change or modifier change, and send to all stores in that market simultaneously. This is accomplished by touching “General Maintenance”.



The picture on the right shows the available options within this screen. Discount Maintenance, Sales Tax, Customer Requests, Paid Outs, Void Reasons, and Employee Maintenance. Each of these buttons yield a smaller, condensed version of the same screen you would get if you were on the actual remote machine. Then, there is Misc. Maintenance.

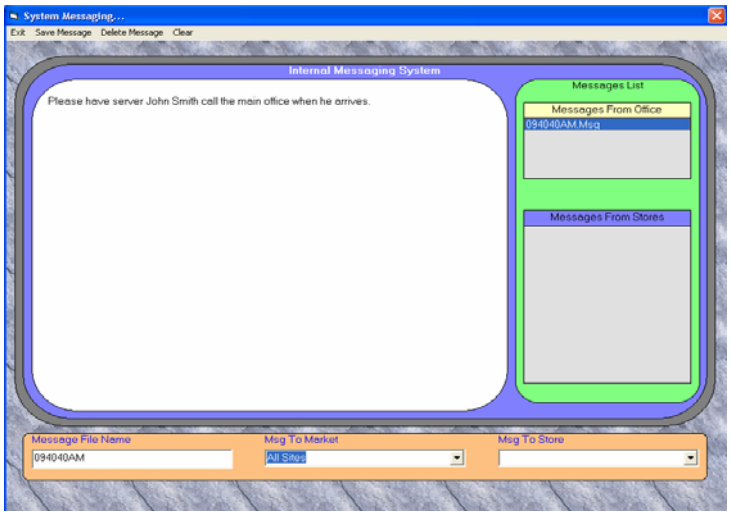


This is where all message maintenance is done. You can change the receipt msg., daily special, and pole display messages.

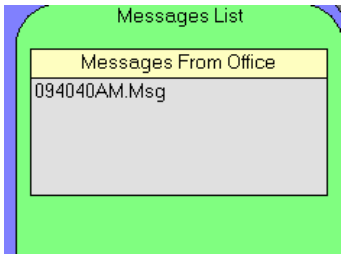


The next picture shows the menu maintenance screen. We have all the same options available here as the regular Micro$ale program on the remote. After changes are made, the altered database is saved in pending outgoing files and uploaded to the remote during site synchronization or polling.

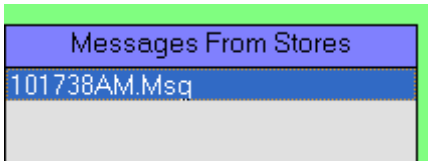
Next, we look at employee maintenance. At left, we see the available options. You can print an individual time card, check overtime watch, or even close out time records. Also notice the window identifying that we are currently looking at Location “Testboard”.



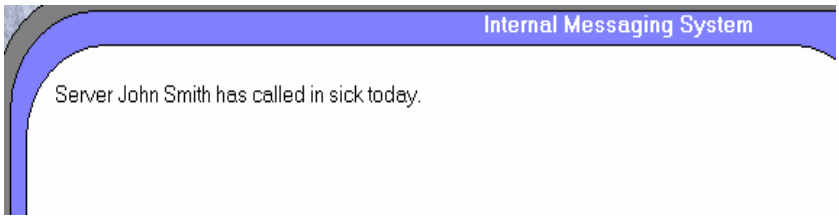
At left, this screen shows the “Message Center”. The message, as shown in the example, is typed in on the main window, and saved. There is a window for messages “from office” and “to office”. Once a message is typed in and saved, it goes into pending outgoing files until polling takes place.



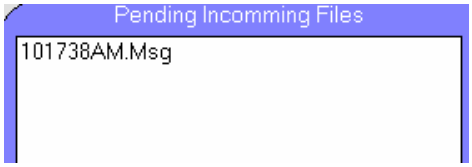
This picture shows that a message was sent out from the office at 9:40 am.



In this picture, we can see that there is an incoming message from one of the stores; in this case, it is from store “Testboard”. When this msg. ID is double-clicked, we see the following:

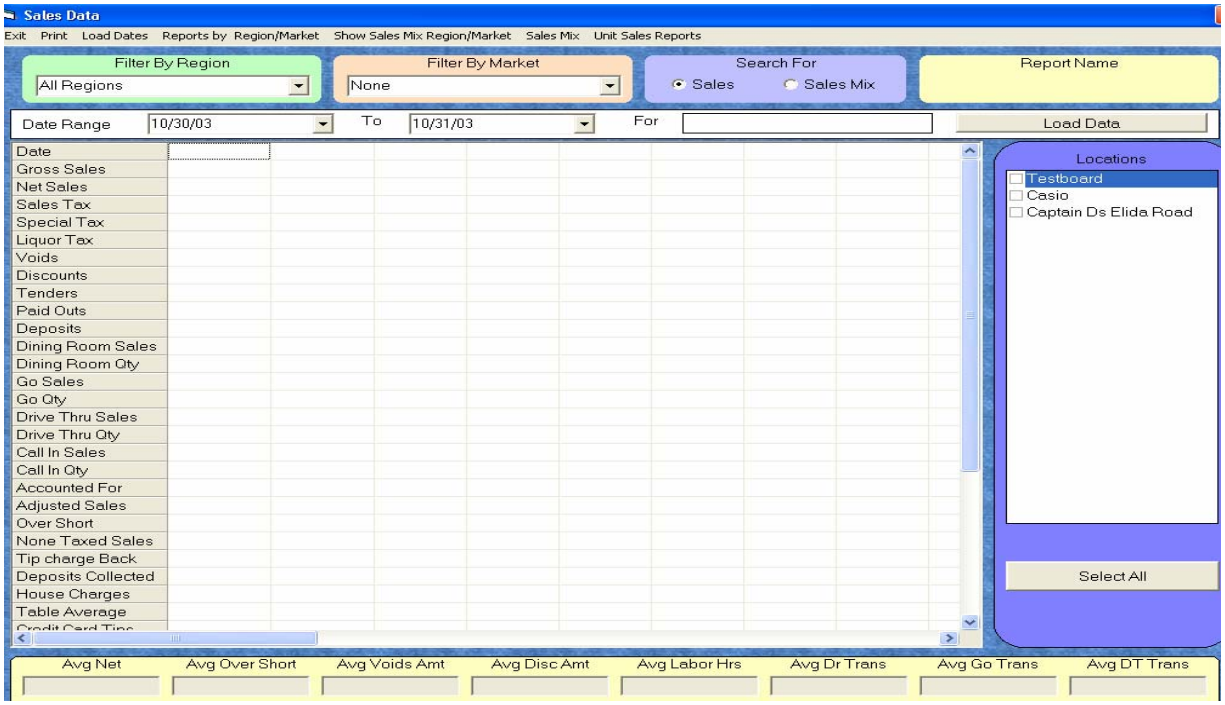


We know this is the site we are getting the message from by looking at the msg. ID above. This ID will show up in the “Pending Incoming Files” window that we looked at on this particular site’s login screen, as follows:

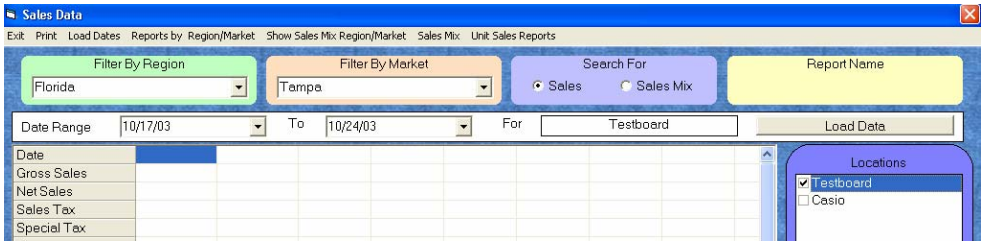


This display will be cleared after synchronization or polling takes place.

The next option to be covered is “Review Sales”. This screenshot shows the “Sales Data” screen:



Again, we chose “Testboard” as our location. As follows:



After we put in the desired date range and location, we click “Load Data”. This yields the following screen:

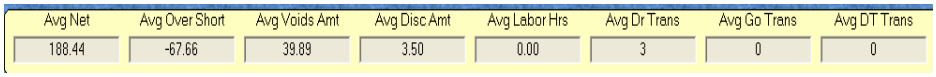
Date Range 10/17/03 To 10/24/03 For Testboard

Date	10/20/03	10/21/03	10/23/03	Summary
Gross Sales	186.96	314.54	193.97	695.47
Net Sales	186.96	184.38	193.97	565.31
Sales Tax	0.00	0.00	0.00	0
Special Tax	0.00	0.00	0.00	0
Liquor Tax	0.00	0.00	0.00	0
Voids	0.00	119.66	0.00	119.66
Discounts	0.00	10.50	0.00	10.5
Tenders	0.00	9.00	-9677.01	-9668.01
Paid Outs	0.00	0.00	0.00	0
Deposits	186.96	175.38	0.00	362.34
Dining Room Sales	92.00	184.38	193.97	470.35
Dining Room Qty	2.00	3.00	4.00	9
Go Sales	28.98	0.00	0.00	28.98
Go Qty	1.00	0.00	0.00	1
Drive Thru Sales	0.00	0.00	0.00	0
Drive Thru Qty	0.00	0.00	0.00	0
Call In Sales	65.98	0.00	0.00	65.98
Call In Qty	2.00	0.00	0.00	2
Accounted For	186.96	184.38	-9677.01	-9305.67
Adjusted Sales	186.96	184.38	193.97	565.31
Over Short	0.00	-9.00	-193.97	-202.97
None Taxed Sales	0.00	-1.50	0.00	-1.5
Tip charge Back	0.00	0.00	0.00	0
Deposits Collected	0.00	0.00	0.00	0
House Charges	0.00	0.00	0.00	0
Table Average	32.40	26.33	12.00	70.73
Credit Card Tips	0.00	0.00	-9704.01	-9704.01

This is the same screen that can be obtained by looking at “Daily Sales Summary” at the remote’s Micro$ale reports menu. The dates shown are the only dates on this machine that had reported sales.

This next shot shows the bottom portion of the screen which shows the Market, Region, and location we are seeing.

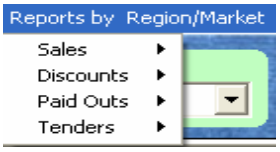
At the extreme lower portion of the screen, we see a line of values which are all the various averages from the report above.



Below is a picture of the toolbar and different search options available:

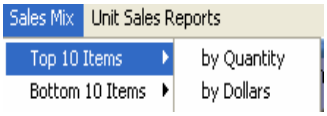
On the next page we will break down each of these options.

Reports by Region/Market:



Show Sales Mix Region/Market:

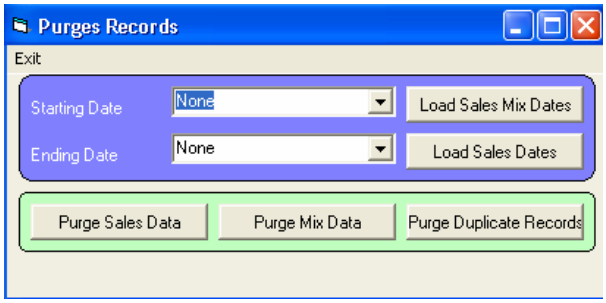
Sales Mix:



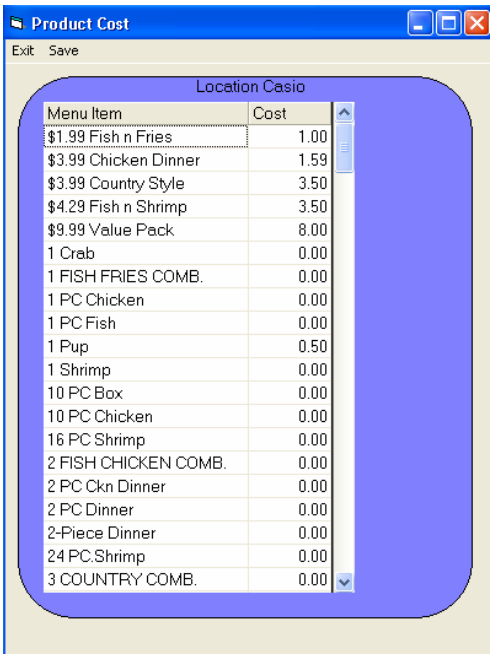
Unit Reports:

All these options allow the user to get information more specific than the general summary screen shows.

Another option available on the main screen's tool bar is "Purge Records":

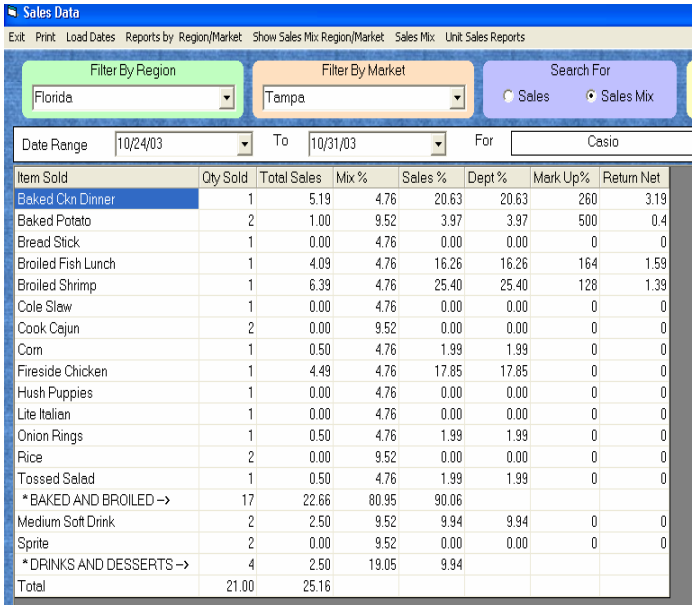


This allows the user to clear out old sales data, sales mix data, or duplicate records. Put in the date range desired and hit the appropriate button.



The picture at left shows the "Product Cost" screen. Each of these items are menu items from our remote location. If you type in the actual cost of the item, it will show the percentage of profit earned on the "Review Sales" screen if the sales mix option is taken.

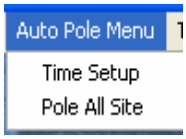
On the next page, we will show the Sales Data screen after we entered in some sample product costing on this screen.



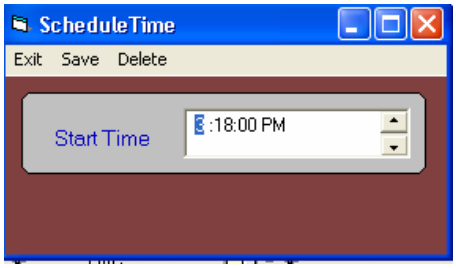
Item Sold	Qty Sold	Total Sales	Mix %	Sales %	Dept %	Mark Up%	Return Net
Baked Ckn Dinner	1	5.19	4.76	20.63	20.63	260	3.19
Baked Potato	2	1.00	9.52	3.97	3.97	500	0.4
Bread Stick	1	0.00	4.76	0.00	0.00	0	0
Broiled Fish Lunch	1	4.09	4.76	16.26	16.26	164	1.59
Broiled Shrimp	1	6.39	4.76	25.40	25.40	128	1.39
Cole Slaw	1	0.00	4.76	0.00	0.00	0	0
Cook Cajun	2	0.00	9.52	0.00	0.00	0	0
Corn	1	0.50	4.76	1.99	1.99	0	0
Fireside Chicken	1	4.49	4.76	17.85	17.85	0	0
Hush Puppies	1	0.00	4.76	0.00	0.00	0	0
Lite Italian	1	0.00	4.76	0.00	0.00	0	0
Onion Rings	1	0.50	4.76	1.99	1.99	0	0
Rice	2	0.00	9.52	0.00	0.00	0	0
Tossed Salad	1	0.50	4.76	1.99	1.99	0	0
*BAKED AND BROILED -->	17	22.66	80.95	90.06			
Medium Soft Drink	2	2.50	9.52	9.94	9.94	0	0
Sprite	2	0.00	9.52	0.00	0.00	0	0
*DRINKS AND DESSERTS -->	4	2.50	19.05	9.94			
Total	21.00	25.16					

As you can see in the illustration, there is now a markup percentage and a return net amount.

Next, we get into the Auto-Polling feature. Below is an illustration of the option on the toolbar and its pull-down:

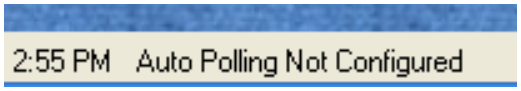


What this will allow is either the setup of a daily time to poll your sites, or manually poll by clicking on “Poll all sites”. In most instances, however, you would want to set up a time, preferably in the middle of the night, to poll sites. This is how this is done: Click on “Time Setup”. This takes you to the next screen:



As you can see, it is very simple to set up. Just type in the start time, and hit save.
This will force the office machine to poll all configured sites every day at this time. All pending outgoing and incoming files will be sent to or received from the remote at this time. Once this is set up, the bottom right hand side of the screen will show that Polling will start at the time you have configured:

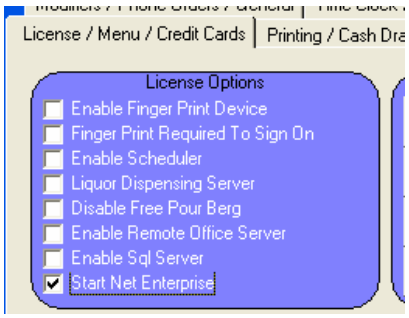
If auto-polling is not set up, the screen in this area will say “Auto-polling not configured”.



In the next section, we will cover the NetEnterPrize portion and how to set up the remote sites.

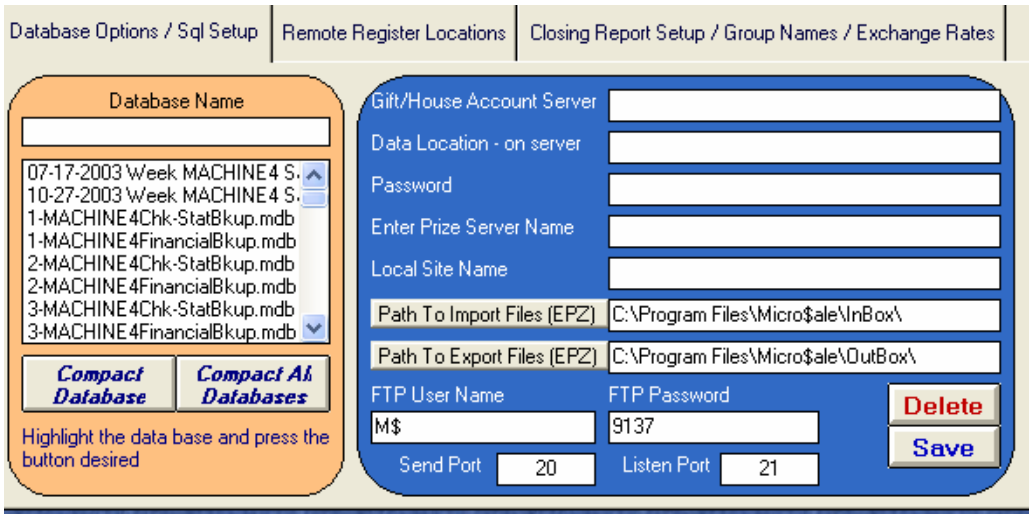
Net EnterPrize

This is the NetEnterPrize setup portion of the manual. This program has to be licensed and turned on at the remote site in Micro$ale.



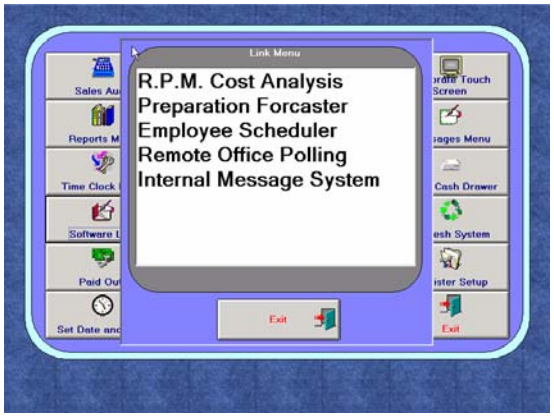
This is done in Register Options under License/Menu/Credit Cards. Put a check next to Start Net Enterprise and hit save. This will start up two programs upon the next re-start of Micro$ale; Net EnterPrize, and Database Maintenance.

The next shot shows the setup within Register Configuration. This is found under Database Options/SQL Setup.

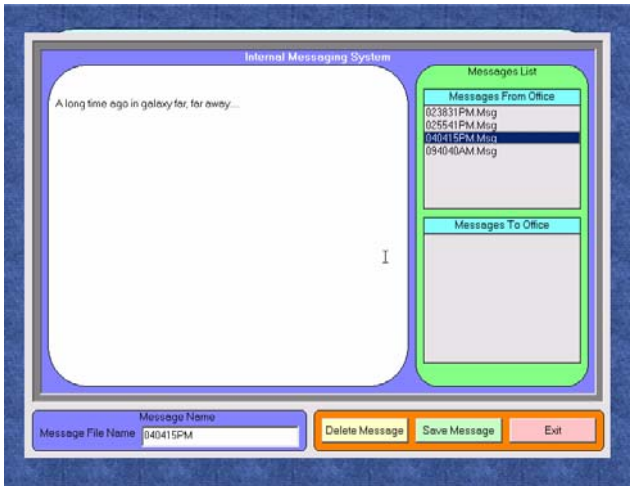


The Path to Import Files (EPZ) and Path to Export Files (EPZ) come up automatically by touching the respective buttons. We put in M$ for the FTP user name and 9137 for the password. These have to match what was put in at the office computer in EnterPrize for this location. The send port and listen ports have to be 20 and 21, respectively. These ports are used exclusively by FTP communication.

These last screens will show the Message Center at the remote location. This is accessed by touching Software Links on the main Manager Menu.



Just touch Internal Message System, which will give the following screen:



This shows recent messages with their time stamp, and we can click on any message in this window to view it.

This picture on the left shows the upper right hand corner of the Micro$ale ID screen when a message or messages have been sent to this terminal from the office.

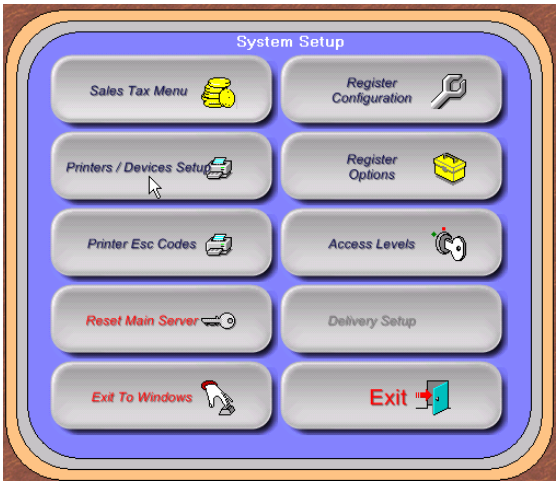
Router Configuration

The router used at the remote end has to be configured to allow port 20 to be forwarded through to the IP address of the computer at the store that is running Net EnterPrize, or communication will not be possible. If you didn't purchase a router through Micro$ale, contact the DSL or Cable modem supplier from whom you purchased your service for assistance. Also, it is absolutely imperative that your service includes at least one Static, or permanent IP address, or constant incoming communication will not be possible.

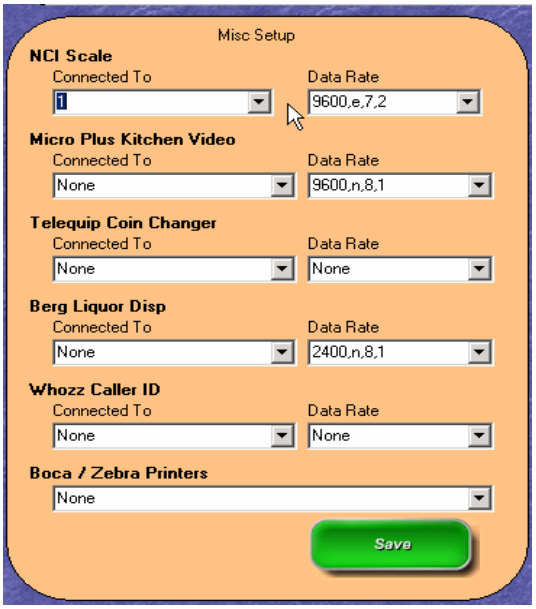
Otherwise, the store would have to be contacted every time polling or site synchronization was necessary to obtain the current public IP address. This would make auto-polling impossible.

S 9.0 Scale Interface Manual

Setting Up Scale

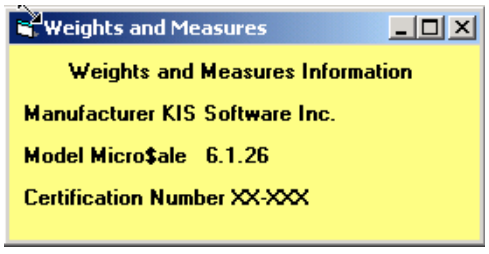


Micro$ale interfaces with the NCI Weightronix 6720 scale. To setup the scale to work with Micro$ale the first thing that needs to be done is to connect the scale to a serial port on the computer. After the scale is physically connected to the computer start up Micro$ale and go to the manager's menu. From the manager's menu, select the "Register Setup" key. This will take you to the "System Setup" menu. Once inside the "System Setup "menu select the "Printer/devices Setup" button, this will take you to the "printer setup" screen. On the bottom of the screen is the "Attached Devices Setup" button. This button will take you to the "Misc. Setup" screen, which is where you will setup the scale.



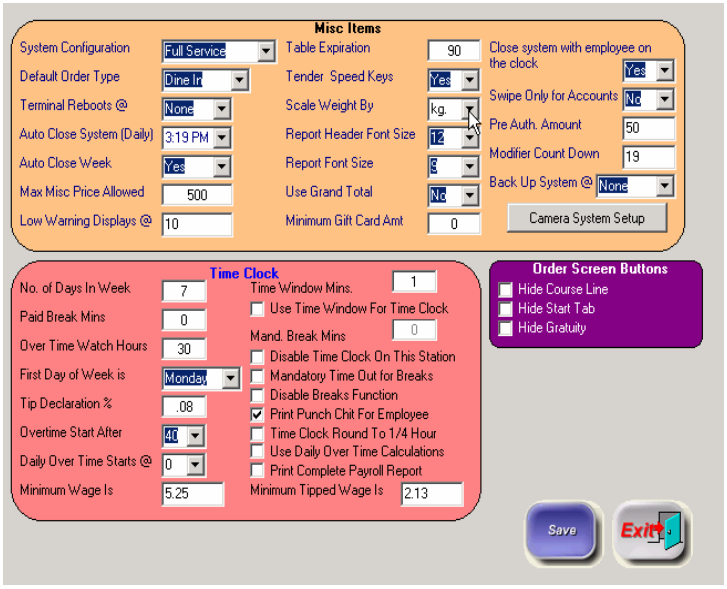
In the "Misc. Setup" screen the first item that appears is the "NCI Scale" setup. The first field that needs to be filled is the "Connected To" field. Click the drop down menu on the right hand side of the field and select the appropriate communications port for your device. In our example the scale is connected to "Com 1". The other field that needs to be filled is the "Data Rate" field. Once again, click the drop down menu on the right hand side of the field and select the correct baud rate. The scale interface in Micro$ale will be using "9600,e,7,2". After the baud rate is selected touch the "Save" button to save you new settings.

If the scale has been successfully installed, then the word "HELP" should now appear directly above the time on the "I.D. Entry" screen. If you touch the word "Help", then a small popup window should appear containing Weights and Measures" certification information.



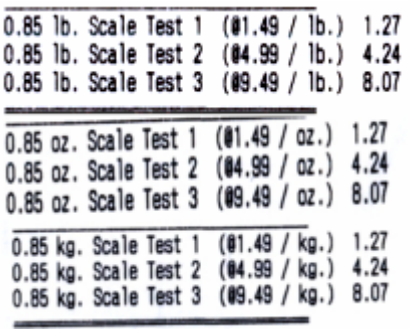
Creating Menu to Work with Scale

Before you can begin creating menu items to work with your new scale you will first need to setup how scaled items will be weighed by. In the "Register Setup" menu, go to "Register Options". Once in register options select the "Time Clock/ Misc." tab at the top of the screen. In the "Misc. Items" section look for the field marked "Scale Weight By". Click on the drop down arrow on the right hand side and choose from the three options listed (lb., oz., and kg.). After selection is completed touch the "save" button and exit register options.

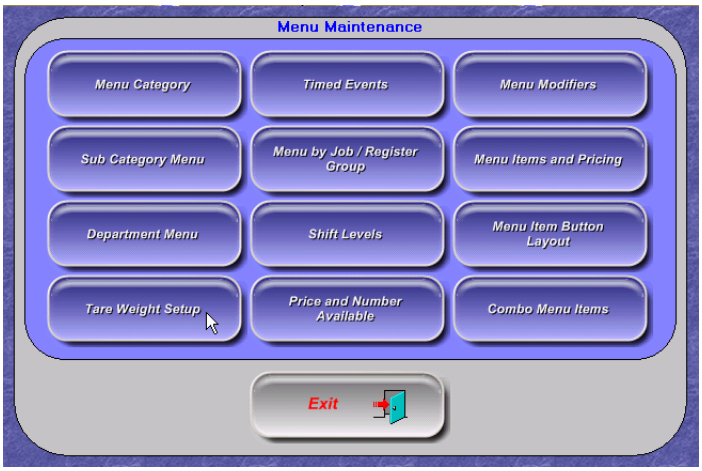


Selecting the weight category (lb., oz., and kg.) effects how the scaled menu items are displayed on the "Order Screen" as well as how they are displayed on the customer receipt. Below is an example of what will appear on the receipt as well as the order screen depending on which weight type you select.

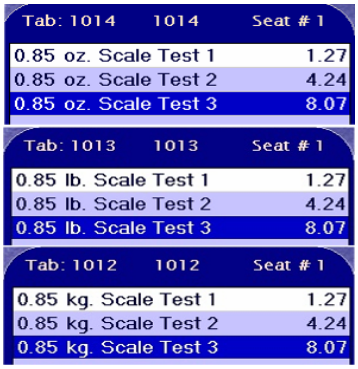
Receipt


0.85 lb. Scale Test 1 (@1.49 / lb.) 1.27
0.85 lb. Scale Test 2 (@4.99 / lb.) 4.24
0.85 lb. Scale Test 3 (@9.49 / lb.) 8.07
0.85 oz. Scale Test 1 (@1.49 / oz.) 1.27
0.85 oz. Scale Test 2 (@4.99 / oz.) 4.24
0.85 oz. Scale Test 3 (@9.49 / oz.) 8.07
0.85 kg. Scale Test 1 (@1.49 / kg.) 1.27
0.85 kg. Scale Test 2 (@4.99 / kg.) 4.24
0.85 kg. Scale Test 3 (@9.49 / kg.) 8.07

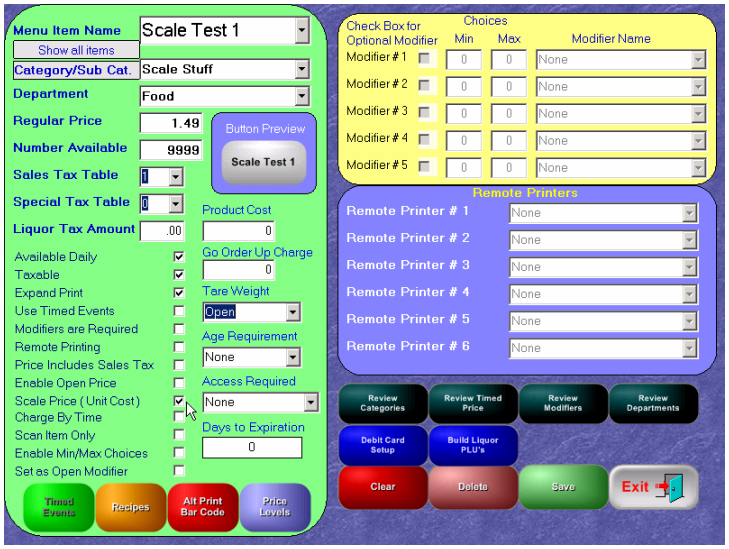
From the manager's menu you will next need to select the "Menu Maintenance" button. This will take you to the "Menu Maintenance" screen.



Order Screen


Tab: 1014 1014 Seat # 1
0.85 oz. Scale Test 1 1.27
0.85 oz. Scale Test 2 4.24
0.85 oz. Scale Test 3 8.07
Tab: 1013 1013 Seat # 1
0.85 lb. Scale Test 1 1.27
0.85 lb. Scale Test 2 4.24
0.85 lb. Scale Test 3 8.07
Tab: 1012 1012 Seat # 1
0.85 kg. Scale Test 1 1.27
0.85 kg. Scale Test 2 4.24
0.85 kg. Scale Test 3 8.07

Once in "Menu Maintenance" the first thing that you will need to do is select the "Tare Weight Setup" button. This will take you to the "Tare Setup" screen. In this screen you will be able to create the different tares that your menu items will be using. The first field that will need to be filled is the "Name" field. This is where you type in the name of your individual tares. In the example to the right we have created a tare called "Seafood Basket", to be used with our seafood items that are required to use a scale. The second field that needs to be filled is the "Tare Weight" field. This is where you would enter in the weight of your tare based on the weighing option set previously (i.e. oz., lb., kg.). In our example we have created a tare called "Seafood Basket" that weighs .25 kg. When this tare is assigned to a menu item Micro$ale will deduct the tare weight from the price of the item. When you have filled in both fields for your new tare touch the "Save" button and exit "Tare Weight Setup".



After you have created your tares you can now create your menu items. In the "Menu Maintenance" screen, select the button "Menu Items and Pricing". This will take to the area where menu items are created. In the example on the right we have created a menu item called "Scale Test 1". In this section we are only going to discuss areas that are relevant to scale setup. For more detailed information on creating a menu item please refer to the "Menu Maintenance" section of the Micro$ale user manual. In the field labeled "Regular Price", you will enter in the base price of your menu item. Our menu item has a base price of $1.49. This would be per ounce, pound, or kilogram, depending on what you have selected in "Register Options". To enable the use of scale with the menu item you will need to put a check mark in the box titled "Scale Price (Unit Cost)". This check box lets the software know that the items price will depend on input from the scale. After that check box is selected the finale thing that you will need to do to setup the item for scale is select the tare for the item. To the right of the check boxes there will be a drop down menu called "Tare weight". If you click the drop down arrow beside the field you will be able to choose from the different

tares that you have created. You will also have the option of selecting "Open Tare". By selecting "Open Tare" Micro$ale will display a pop up window to select from the tares that you have created whenever the item is selected from the order screen. Select the "Save" button when you are finished creating you menu item.

Misc. Information Regarding Scale Interface

- **Timed Events**- Timed events can be used with scaled menu items. The timed event will effect the base price of the item.

- **Manual Scale Entries**- Micro$ale does not allow manual scale entries.

- **Shift Levels**- Shift pricing (i.e. small, medium, and large) cannot be used with scale items.

-**Item Consolidation on Receipt**- The function to allow consolidation of items on receipt will be disabled for all checks and items if the scale interface is being used.

The "Change Item" button on the order screen will only work with items that are not set to use a scale.

The "QTY" button located on the order screen will only work with items that are not using the scale interface.

The "repeat Item" button located on the order screen will only work with items that are not using the scale interface.

- If an item is selected that uses the scale before anything is placed onto the scale then an error message will be displayed stating, "Scale not Ready, Please Try again".

Installing Intercard Components

1. Unzip and copy **Cash_Connect** folder to C:\
2. In **Cash_Connect** folder, in **Package** folder, run ***setup.exe*** (installs VB runtime)
3. In **C:\Cash_Connect** folder, edit ***Cash_Connect.ini*** file as follows:

[Server]
Address=192.168.0.9:3014 (***assign primary transaction server IP here***)
Web service=http://192.168.0.9/WS_AccountHistory/WebServiceAccountHistory.asmx?wsdl
(***assign IP address of data base here***)

[Connection]
Retry=5
Wait=100

[MacAddress]
Address=003A13D7M4J20 (***assign MAC address of the local computer here***)

4. Register dll:
   Go to Start → Run, and type the following into the command line:
   regsvr32 C:\Cash_Connect\Cash_Connect.dll
   and click **<Enter>**
5. Install ***soapsdk.exe*** (XML-based Simple Object Access Protocol)
6. Configure ***M$CFG.ini*** file in the Micro$ale directory as follows:

[DebitCards Generic]
Return Card Sentinels.....=On ***(Always On)***
Max Bonus.....=10 ***(-1 will disable, 0 will allow any amount…)***
Max Courtesy.....=10 ***(…these are maximums that can be added…)***
Max Ticket.....=10 ***(…by a cashier from the order screen)***
Print Sign Ticket.....=Yes ***(Yes or No to print a signature slip for purchases)***
Disable Transfer.....=No ***(Yes or No to disable these functions…)***
Disable Consolidate.....=No ***(…from being accessed by cashiers…)***
Disable Card Read.....=No ***(…on the order screen Debit Card menu)***
Show Card Update Message.....=Yes ***(always on)***
Print Tip Line 0 to print Line 1 not to print.....=1 ***(controls tip line on Sign Ticket if in use)***
Account Copies .....=1 ***(number of Sign Tickets that will print for each purchase)***
Location of Debit Card File.....=C:\Program Files\Micro$ale\ ***(path to shared Debit.mdb)***
Text Message (Points OR Tickets).....=Add Points ***(choose desired naming convention)***
Debit Card Connection [Sacoa/InterCard].....=InterCard ***(Always InterCard {case sensitive})***
Debit Card Read Track1 Track2 Both.....=Both ***(not in use for InterCard)***
Debit Card Track Length.....=12 ***(not in use for InterCard)***

[InterCard]
Name of Intercard Object.....=Cash_Connect.ClsConnect ***(Always Cash_Connect.ClsConnect)***
Use ReadWrite Debit Cards.....=No ***(Always No)***

7. Copy a blank ***Debit.mdb*** file into the Micro$ale directory across the "Location of Debit Card File" path as set in the ***M$CFG.ini*** file (see above).

Using Intercard Play Cards

1. Setup

Go to Manager Menu, Menu Maintenance, Menu Items and Pricing

Type a ***name*** **(Play Card $)**

Select the ***category*** where you want the Play Card button to reside

Select **Debit Card** as the ***department***.

Enter the ***amount*** to add to the card (leave set to **0.00** if the amount will be entered at the time of sale and then check the box for "**Enable Open Price**")

Remove the "**Taxable**" checkmark.

Click the ***Debit Card Setup*** button if advanced options are desired. Here you can award extra ***Points*** for a purchase, or you can award ***Bonus*** cash that can be used in the games. ***Bonus*** cash cannot be redeemed for food, beverage, or merchandise. (Note: *Courtesy* and *Group No* are no longer used.)

Click Save, click Yes to Update All Registers, and click Yes to Assign the Menu Item to a Button.

Select the category where you assigned the item.

Touch the new item in the "Unassigned Menu Items" list, and then touch a blank button.

Set button colors if desired, and then click **Save**.

2. Transactions

Start a new check, and ring up the menu item **(Play Card $)** you created above.

You will be prompted to enter the amount to add to the Play Card. Enter an ***amount***, using the decimal point, and click Done. After the check is tendered, and the cashier touched the Accept button, a window will appear prompting the cashier to swipe a Play Card to add the value to the account.

If you want to add value to **multiple cards**, ring up the menu item **(Play Card $)** once for each card. When you close and tender that check, you will be prompted to swipe a Play Card once for each menu item you rang up.

3. Advanced Options

From the **Order Screen**, click the ***Options*** button and click ***Debit Card***.

From the Manager menu, click Software Connections Menu, and click ***InterCard Manager Menu***.

Read Card Data allows you to see the current total Cash, Points, and Bonus on an account.

Add Points and ***Add Bonus*** allow you to add those values to the account in any desired increment.

Account History shows the total Cash, Points, and Bonus on an account in addition to listing every transaction involving the account.

Transfer Balance allows you to transfer all of the values from one account to another (in case the card becomes lost or damaged)

Consolidate Card allows you to combine the values from up to five Play Cards onto one of the original cards.

Deactivate Card will mark the account as "locked" so that it cannot be used.

4. Setting up Play Card Tender

Go to manager Menu, Register Setup, Register Configuration, and click on the tab for ***Credit Card, Paid Outs, Customer Requests, Job Titles, and Voids***. Click the ***Tender Types*** button.

Type a name for the tender ***(Play Card)***.

Put a checkmark in the box next to ***Debit Card*** and **Save**.

NOTE: In **Register Options**, on the ***Modifiers / Phone Orders / General tab***, make sure the **Special Option** "***Enable Gift Cards Local***" is checked. This option must be enabled to use InterCard Play Card functions.

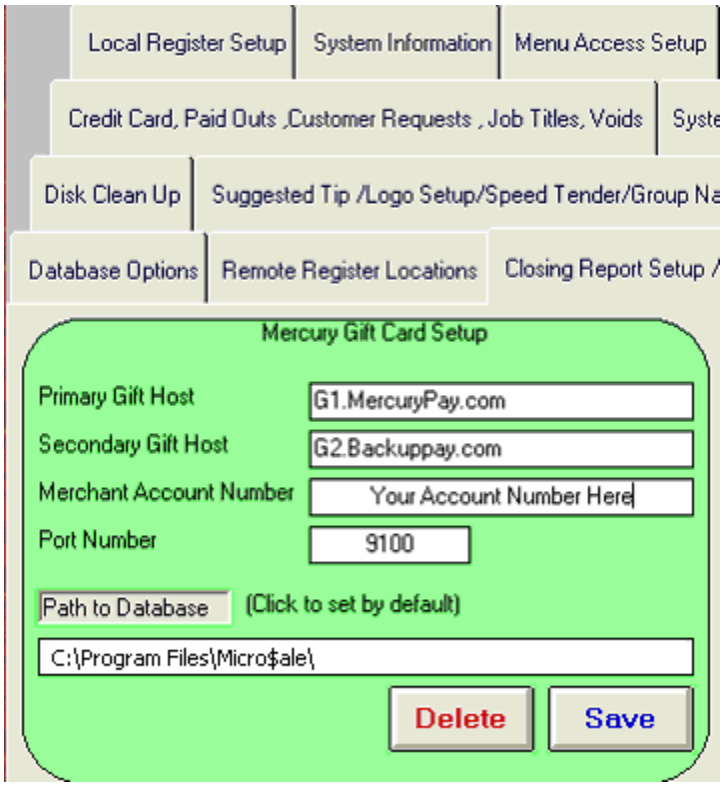
Mercury Gift Card Setup

Version 6.0 and higher.

Setup in three easy steps:

1. Mercury Gift Card Settings in Register Configuration:

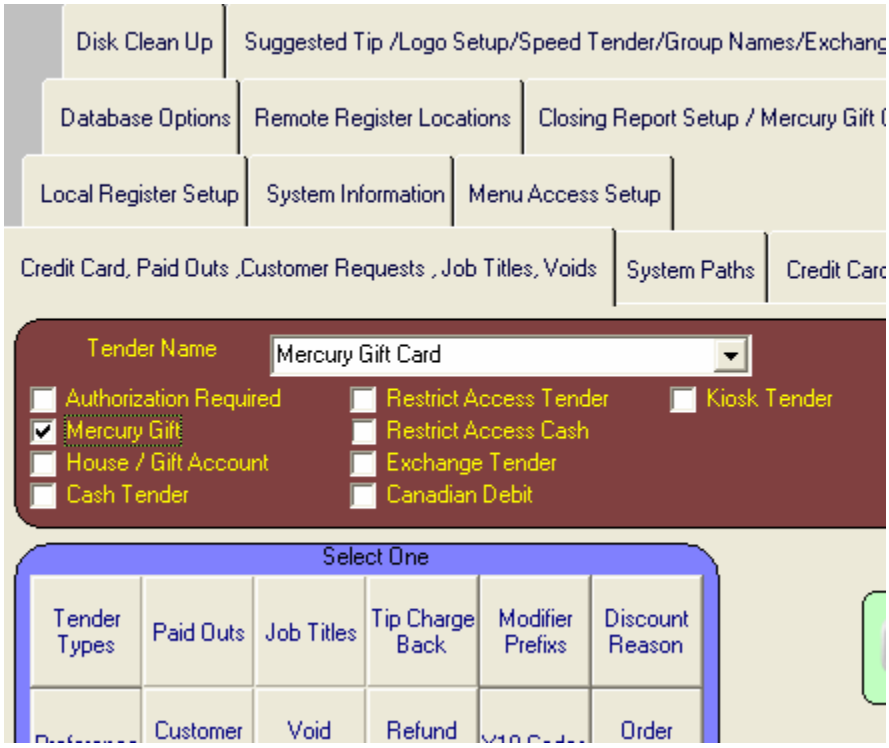
Port ***Number*** should always be 9100.
Set the ***Path to Database*** to the Common Path Machine.
Example : **C:\Program Files\Micro$ale** on the file server or
\\CommonPathMachineName\Micro$ale for other terminals.



Must Be Setup On Each Terminal including the Backoffice.

2. Setup a new tender in Register Configuration

Create a tender. Name can be anything. Check the box for Mercury Gift and Save.

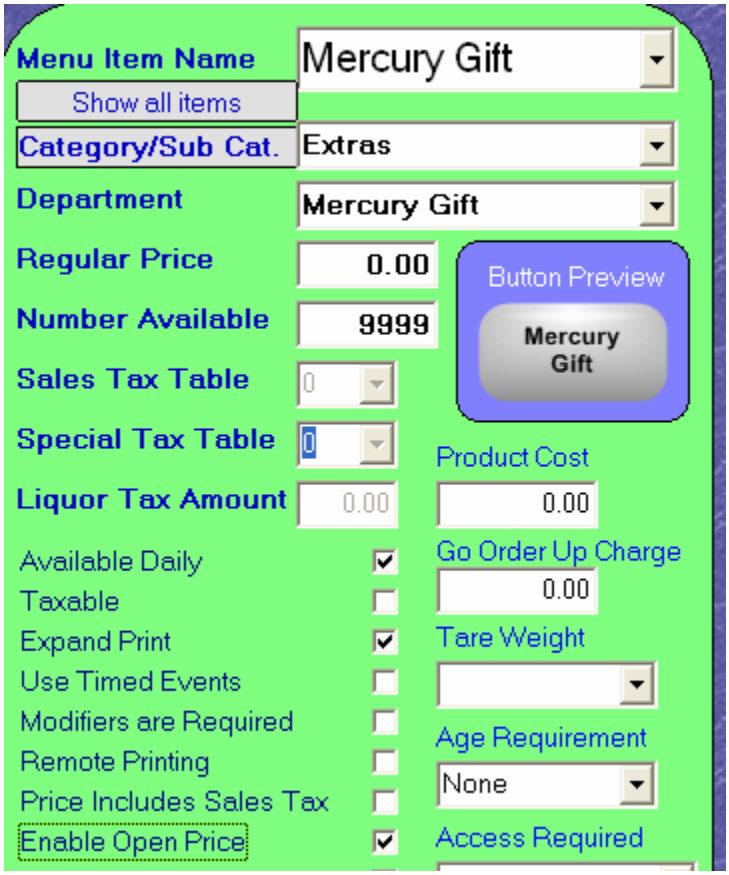


The new tender only needs to be setup at one terminal. When you save it, it will update the other terminals via the remote register location paths.

3. Create a Menu Item to sell gift cards

Create a menu item. Name can be anything.

Select the Department ***Mercury Gift***.
Uncheck Taxable.
Check the box for ***Enable Open Price*** if you only want to have one button that prompts for the Gift Card amount each time one is sold. Otherwise, setup multiple gift card menu items with in the desired increments using the department ***Mercury Gift*** and making sure to uncheck ***Taxable***.



Operations:

<u>Sell a Gift Card</u>

Gift Cards sell just like any menu item. Micro$ale will prompt you to swipe the gift card when the tender is accepted for that check, so the check must be closed to add the value to the card.

<u>Redeem a Gift Card</u>

On tender screen, choose the tender for Mercury Gift Card. Micro$ale will prompt you to swipe the gift card.

IMPORTANT NOTE: *Tips* must be entered at the time of the sale. ***The cashier must tender the check for the sale amount PLUS tip amount, if any***. *Tips* **<u>cannot</u>** be applied after the sale.